COPYTHORNE PARISH COUNCIL

*Adopted: February 2026*
*E-mail address changed November 2026*
*Next review: January 2028*

# Publication Scheme for Copythorne Parish Council

This publication scheme has been prepared from the model issued (as Version 3.0 20211029) by the Information Commissioner. It commits Copythorne Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sectorspecific guidance manuals issued by the Information Commissioner.

The scheme commits the authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any data set held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

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## Classes of information

**Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**
Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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## The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.
Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

| **Information to be published** | **How the information can be obtained** |
|---|---|
| **Who we are and what we do**<br>Organisational information, locations and contacts, constitutional and legal governance.<br>(This will be current information only) | |
| Who's who on the Council and its Advisory Committees | (hard copy and/or website) |
| Contact details for Parish Clerk and all Council members<br>(named contacts with telephone number and email addresses) | (hard copy and/or website) |
| Location of main Council office and accessibility details | (hard copy and/or website) |
| Standing Orders and Financial Regulations | (hard copy and/or website) |
| Risk Management Scheme | (hard copy and/or website) |

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| | |
|---|---|
| **What we spend and how we spend it**<br>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.<br>(Current and previous financial year as a minimum) | |
| Annual Governance and Accountability Return, Internal and External Auditors' Reports | (hard copy and/or website) |
| Finalised budget | (hard copy and/or website) |
| Precept | (hard copy and/or website) |
| Financial Standing Orders and Regulations | (hard copy and/or website) |
| Grants given and received | (hard copy and/or website) |
| List of current contracts awarded and value of contract | (hard copy and/or website) |
| Chairman's allowance (LGA 1972 s 15(5)) | (hard copy and/or website) |
| Members' allowances and expenses | n/a |
| **What our priorities are and how we are doing**<br>Strategy and performance information, plans, assessments, inspections and reviews. | |
| Council Objectives | (hard copy and/or website) |
| Newsletter | (hard copy and/or website) |
| **How we make decisions**<br>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.<br>Current and previous council year as a minimum. | |
| Timetable of meetings (Council, any Advisory Committee meetings and parish meetings) | (hard copy and/or website) |
| Agendas of meetings (as above) | (hard copy and/or website) |
| Minutes/Notes of meetings (as above)<br>NB this will exclude information that is properly regarded as private to the meeting | (hard copy and/or website) |
| Reports presented to council meetings<br>NB this will exclude information that is properly regarded as private to the meeting | (hard copy and/or website) |
| Responses to consultation papers | (hard copy and/or website) |
| Responses to planning applications | (hard copy and/or website of Local Planning Authorities) |

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| | |
|---|---|
| **Our policies and procedures**<br>Current written protocols for delivering our functions and responsibilities. | |
| Policies and procedures for the conduct of council business:<br>• Procedural standing orders<br>• Advisory Committee terms of reference<br>• Delegated authority in respect of Officers<br>• Code of Conduct<br>• Co-Option Policy<br>• Reserves Policy | (hard copy and/or website) |
| Policies and procedures for the provision of services and about the employment of staff:<br>• Internal policies relating to the delivery of services<br>• Audio Visual Recording Policy<br>• General Privacy Notice<br>• Grant Awarding Policy<br>• Social Media Policy<br>• Grievance Procedure<br>• Disciplinary Procedure<br>• Staff Performance Appraisal Policy<br>• Anti-harassment & bullying Policy<br>• Training and Development Policy | (all hard copy and/or website) |
| Complaints Policy<br>Vexatious Complainants Policy | (hard copy and/or website)<br>(hard copy and/or website) |
| Data Protection and Information Policy<br>Freedom of Information Policy<br>Subject Access Request Policy | (hard copy and/or website)<br>(hard copy and/or website)<br>(hard copy and/or website) |

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| | |
|---|---|
| **Lists and Registers**<br>Information held in registers required by law and other lists and registers relating to the functions of the authority. | |
| Assets Register | (hard copy and/or website) |
| Register of members' interests | (hard copy and/or website) |
| Register of gifts and hospitality | (hard copy and/or website) |
| **The services we offer**<br>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. | |
| Playground equipment | (hard copy and/or website) |
| Bus shelter | (hard copy and/or website) |
| Seating, litter bins, memorials | (hard copy and/or website) |
| Information Hubs (red phone boxes) | (hard copy and/or website) |

## Contact details

David Rigby, Parish Clerk & RFO
Parish Office, C/O 9 The Cleeves, Totton, SO40 8WL
Tel: 02381 120150
Email: parishclerk@copythorne-pc.gov.uk

## Schedule of Charges

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|---|
| **Disbursement cost** | Photocopying @ 5p per sheet (black & white) | Actual cost incurred by the PC |
| | Photocopying @10p per sheet (colour) | Actual cost incurred by the PC |
| | Postage | Actual cost incurred by the PC |