



BEAMINSTER TOWN COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000 requires all public authorities to produce a Publication Scheme setting out ~

- ◆ the information that they intend to publish;
- ◆ how that information is (or is to be) published; and
- ◆ whether the information is available free of charge or on payment.

Using the Scheme

This is the Publication Scheme for Beaminster Town Council. The classes of information are grouped together under ## broad subject headings. Column 1 in the table describes the classes of information that are (or may be) routinely published by the Council. Column 2 defines that types of information that we publish within a class and Column 3 indicates the circumstances in which we might not publish all or part of a document because it contains exempt information. Unless otherwise indicated all documents falling within a class may be available.

How to obtain the information included within the Scheme

The information can be inspected at the Council's Offices at 8 Fleet Street, Beaminster, DT8 3EF during normal office hours which are 9am to 1pm on Monday to Friday. If you are unable to visit the Council Offices please telephone 01308 863634 for advice and assistance to enable you to obtain the information.

Does the Council make a charge for supplying the information?

You will be able to inspect the documents containing the information that you have requested for free. However there might be a charge for providing you with your own copy of it. The amount of any charge will vary depending on the type and volume of the information.

Making a complaint

The Act sets out a series of exemptions to protect confidential or other information where disclosure may prejudice the interest of the State or of third parties. If we refuse to provide you with all the information you have requested and you are unhappy with our reasons for withholding it, or if you think that the Council has not complied with the requirements of the Act you have the right to complain to ~

The Information Commissioner
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Council Internal Practice and Procedure		
Class	What you may see	What you may not see
Your Council	Documents setting out details of how the Council operates and decisions are made, the Services that we provide, the District Audit Reports and Inspections, Asset Management Strategy; reports of the Local Government Ombudsman into allegations that the Council has acted or failed to act properly, Customer Charter and Complaints Procedure, emergency contact and other relevant telephone numbers/e-mail addresses	Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected
Committees	Documents containing the timetable of meetings, agendas, reports and minutes of Council, Committee and Panel meetings and membership of those committees and panels	Documents or parts of documents that we consider to contain exempt information. Where this occurs the material will show clearly where the information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if it is personal data and its

		<p>disclosure would contravene the Data Protection Act 1998, or if the information relates to legal proceedings or advice, or if disclosure would prejudice the commercial interests of another person.</p> <p>Documents intended for future publication. Typically, committee, reports, minutes a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected.</p>
Facts and figures	Documents showing the Council's Capital and Revenue Budgets, Statement of Account, Performance Plan, Performance Indicators and population and other statistics	
The Chairman	Details of the present Chairman	Information relating to communications with the Royal Household. Typically, details of a Royal Visit may be withheld
Wards	Parish Boundaries	
Councillors	Registers of the name and address of every Councillor, and the Committees and Panels of which they are members, their interest in land, contracts etc and the records of payments made to them, copies of codes and protocols relating to the conduct of Councillors	
People	The Council's policies, plans and strategies relating to equal opportunities, disabilities, and minority groups	Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Employment Practices and Procedure		
<i>Class</i>	<i>What you may see</i>	<i>What you may not see</i>
Working for the Council	Documents containing the Council's staffing policies and structure and copies of advertisements for vacancies that the Council is currently recruiting for and details of how to apply	Documents or parts of documents that we consider to contain exempt information. Where this occurs the material will show clearly where the information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act 1998, or if the disclosure of the information would prejudice national security or the health and safety of any individual.
Audits and Accounts		
<i>Class</i>	<i>What you may see</i>	<i>What you may not see</i>
Payments	A list of payments made by the Council	Personal data the disclosure of which would contravene the Data Protection Act 1998
Fees and Charges	A list of fees and charges levied by the Council for the hire of facilities	
Safety Inspections	Safety inspection records, for example for children's playgrounds	
Loan Sanction Approvals	Copies of loan sanction approvals issued by the Department of Transport, Local Government and The Regions	

Members' Allowances	The register of allowances paid to members	
Planning Documents		
Class	What you may see	What you may not see
	Response to Planning Applications	Copies of Planning Consultations, the Development Plan, Structure Plan, Local Plan and Rights Of Way/Footpath Maps all of which are available from the Local Planning and/or Highway Authority respectively
Arts, Entertainment and Tourist Information		
Class	What you may see	What you may not see
Arts	Documents containing the Council's policies and general information about provision for the arts within the Council's area	Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected
	Contact details for local arts promoters and providers	
Entertainment	Details of entertainments staged or programmed in any of the Council's facilities	
Tourist Information	Contact details for Tourist Information Centres and others engaged in the tourism industry	
Allotments		
Class	What you may see	What you may not see

Allotment Occupation	Documents containing the Council's policies on allotments and general information about the level of allotment provision and occupancy, conditions of tenancy, allotment rents and guidance to allotment holders	Personal data the disclosure of which would contravene the Data Protection Act 1998
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