

Market Weighton Town Council  
37 High Street  
Market Weighton  
East Riding of Yorkshire  
YO43 3AQ

Tel: 01430 871430

E-Mail: [town.clerk@marketweightontowncouncil.gov.uk](mailto:town.clerk@marketweightontowncouncil.gov.uk)

Website: [www.marketweightontowncouncil.gov.uk](http://www.marketweightontowncouncil.gov.uk)



## Document Publication Scheme

### Document Details

|              | Date           | By                |
|--------------|----------------|-------------------|
| Drafted      | September 2020 | Deputy Town Clerk |
| Reviewed     | September 2020 | Policy Committee  |
| Adopted      | September 2020 | Full Council      |
| Revision due | September 2022 | Policy Committee  |

This publication scheme commits Market Weighton Town Council (referred to as the '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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council 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 method by which 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 Council makes available under this scheme.
- To produce a schedule of any fees charged for access to the information which is made proactively available.
- To make publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council 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 Council is the only owner, to make 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.

## **Classes of information**

Who are we and what we do?

### Organisation information, locations and contact, constitutional and legal governance

This can be found on the Council's website [www.marketweightontowncouncil.gov.uk](http://www.marketweightontowncouncil.gov.uk) this information includes names of the Councillors, the contact details for the Clerk and the Standing Orders for the Council.

### 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.

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### List and registers

Information held on registers required by law and other lists and registers relating to the functions of the Council e.g. Burial Records for Market Weighton Cemetery.

### The services we offer

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

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 a 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.

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

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

Where it is within the capability of the Council, information will be provided on the website. Where it is impractical to make information available on the website or when an individual does not wish to access the information by the website, the Council 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 the Council 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 the 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 Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the 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 20p per sheet
- Postage and packaging

Charges may also be made for information provided under the 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 the Council, 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 part 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 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 the provision of the information.

### Written requests

Information held by the Council 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.

## **Appendix 1**

### **Information available from Market Weighton Town Council under the model publication scheme**

| <b>Information to be published</b>                        | <b>How the information can be obtained</b>   | <b>Cost</b>  |
|---|--|--|
| <b>Class 1 – Who we are and what we do</b>                | Website<br><a href="http://www.marketweightontowncouncil.gov.uk">www.marketweightontowncouncil.gov.uk</a> or<br>email<br><a href="mailto:Town.clerk@marketweightontowncouncil.gov.uk">Town.clerk@marketweightontowncouncil.gov.uk</a><br>or in writing to:<br>The Town Clerk<br>Market Weighton Town Council<br>Town Hall<br>37 High Street<br>Market Weighton<br>YO43 3AQ<br>telephone 01430 871430 | FOC<br><br>20 pence per sheet for every document + postage |
| Who's who on the Council and its Committees               | As above   | As above   |
| Contact details for Town Clerk and Council members        | As above   | As above   |
| Location of main Council office and accessibility details | Town Hall<br>37 High Street<br>Market Weighton<br>YO43 3AQ<br>Fully accessible. Open Monday to Thursday 9.00am to 5.00pm, Friday 9.00am to 1.00pm  |  |
| Staffing structure  | Website<br><br>Hard copy   | FOC<br><br>20 pence per sheet for every document + postage |

|  |   |  |
|--|---|--|
| <b>Class 2 – What we spend and how we spend it. (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> | Website<br><br>hard copy<br><br>A precept notice is issued annually | FOC<br><br>20 pence per sheet for every document + postage |
| Annual Return Form and report from auditor   | Website on application  | FOC<br>20 pence per sheet for every document + postage     |
| Finalised Budget   | website on application  | FOC<br>20 pence per sheet for every document + postage     |
| Precept  | Website on application  | FOC<br>20 pence per sheet for every document + postage     |
| Borrowing Approval Letter from Public Works Loan Board   | Upon application  | 20 pence per sheet for every document + postage            |
| Financial Standing Orders and Regulations  | Upon application  | 20 pence per sheet for every document + postage            |
| Grants given by the Council  | Published annually on website on application                        | FOC<br>20 Pence per sheet for every document + postage     |
| Grants received by the Council   | Upon application  | 20 pence per sheet for every document + postage            |
| List of current contracts awarded and value of contract  | Upon application  | 20 pence per sheet for every document + postage            |

|  |   |  |
|--|---|--|
| Members allowances and expenses  | Upon application  | 20 pence per sheet for every document + postage            |
| Payments made  | Published on website in the Minutes of the monthly Full Council Meeting<br><br>Upon application                     | FOC<br><br>20 pence per sheet for every document + postage |
| <b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews</b> |   |  |
| Parish plan  | N/A   |  |
| Annual Report  | Upon application  | 20 pence per sheet for every document + postage            |
| Quality Status   | N/A   |  |
| Draft Neighbourhood Development Plan   | TBC   |  |
| <b>Class 4 – How we make decisions</b><br><br>Current and previous Council year as a minimum   | Website<br><br>By application<br><br>Standing Orders contain the details of the procedure on how we make decisions. | FOC<br><br>20 pence per sheet for every document + postage |
| Timetable for meetings   | Website, notice board on application  | FOC<br>20 pence per sheet for every document + postage     |
| Agendas for meetings   | Website, notice board on application  | FOC<br>20 pence per sheet for every                        |

|                                       |  |  |
|---------------------------------------|--|--|
|                                       |  | document + postage   |
| Minutes of meetings                   | Website<br>On application  | FOC<br>20 pence per sheet for every document + postage     |
| Reports presented to Council meetings | Incorporated into minutes for the meeting and published on the website<br><br>available on application                       | FOC<br><br>20 pence per sheet for every document + postage |
| Responses to planning applications    | Incorporated into minutes for the meeting and published on the website. Also on ERYC website<br><br>available on application | FOC<br><br>20 pence per sheet for every document + postage |
| Byelaws                               | N/A  |  |

|   |                                 |  |
|---|---------------------------------|--|
| <b>Class 5 – Our policies and procedures</b><br>Current written protocols, policies and procedures for delivering services  | Website<br><br>Upon application | FOC<br><br>20 pence per sheet for every document + postage |
| <b>Policies and procedures for the conduct of business:</b><br><br>Procedural Standing Orders<br>Committee and Sub-committee terms of reference<br>Delegated authority in respect of officers | Website<br><br>On application   | FOC<br><br>20 pence per sheet for every document + postage |

|   |                               |  |
|---|-------------------------------|--|
| Code of conduct<br>Policy Statements  |                               |  |
| <b>Policies and procedures for the provision of services and about the employment of staff</b><br><br>Equality & diversity<br>Health & Safety policy<br>Recruitment policy<br>Policies & procedures for handling information requests<br>Complaints procedure | Website<br><br>On application | FOC<br><br>20 pence per sheet for every document + postage |
| Information security policy   | On application                | 20 pence per sheet for every document + postage            |
| Records management policy (document retention schedule)   | Website<br>On application     | FOC<br>20 pence per sheet for every document + postage     |
| Data protection policies and GDPR   | Website<br>On application     | FOC<br>20 pence per sheet for every document + postage     |
| <b>Class 6 – Lists and Registers</b>  |                               |  |
| Register of members interests   | Website<br>On application     | FOC<br>20 pence per sheet for every document + postage     |
| Register of gifts and hospitality   | On application                | 20 pence per sheet for every document + postage            |
| Asset register  | On application                | 20 pence per sheet for every                               |



|   |   |  |
|---|---|--|
|   |   | document + postage                                     |
| Disclosure log  | On application                                    | 20 pence per sheet for every document + postage        |
| Any publicly available register or list   | Burial records which can be viewed on application | 20 pence per sheet for every document + postage        |
| <b>Class 7 – The services we offer</b>  |   |  |
| Allotments – Agreement with tenants   | On application                                    | 20 pence per sheet for every document + postage        |
| Burial grounds and Closed Churchyards<br>Holme Road Cemetery scale of fees              | Website<br>On application                         | FOC<br>20 pence per sheet for every document + postage |
| Town Hall Hire fees   | On application                                    | 20 pence per sheet for every document + postage        |
| Land Holdings – War Memorial<br>Playing Field<br>Londesborough Road Closed Cemetery*    | On application                                    | 20 pence per sheet for every document + postage        |
| Street furniture – seats, litter bins, grit bins, notice boards, memorials and lighting | On application                                    | 20 pence per sheet for every document + postage        |

| <b>Type of charge</b> | <b>Description</b>           | <b>Basis of charge</b>                      |
|-----------------------|------------------------------|---|
| Disbursement Cost     | Photocopying @ 20p per sheet | Actual cost                                 |
| Statutory fees        |                              | In accordance with the relevant legislation |