West Mersea
Town Council

Adopted: 4 April 2019
Reviewed: 13 August 2026
Next review: August 2027

PUBLICATION SCHEME

1. Introduction

West Mersea Town Council is committed to openness, transparency, and accountability. This Publication Scheme sets out the information that the Council routinely publishes or makes available to the public.

The Council adopts the Information Commissioner's Office Model Publication Scheme for local councils and will make information available wherever possible through its website, by inspection at the Council office, or upon request.

2. How Information Can Be Obtained

Information covered by this scheme may be available:

- On the Council's website
- By email request
- By written request to the Town Clerk
- By inspection at Council offices during normal opening hours

Where information is available online, it will normally be provided free of charge.

3. Classes of Information

Class 1 – Who We Are and What We Do

Information about the Council, its structure, and responsibilities.

Examples include:

- Council constitution and governance arrangements
- Councillors' names and responsibilities
- Committee structure and terms of reference
- Contact details for councillors and staff
- Staff structure
- Roles and responsibilities of the Council
- Asset register
- Information about Council-owned facilities and services

Format: Website and Council Offices

Class 2 – What We Spend and How We Spend It

Financial information relating to projected and actual expenditure.

Examples include:

- Annual budgets
- Annual accounts
- Internal and external audit reports
- Financial regulations

- Grants awarded by the Council
- Payments over published thresholds
- Precept information
- Procurement and tender opportunities
- Insurance arrangements

Format: Website and available on request.

Class 3 – What Our Priorities Are and How We Are Doing

Information about plans, strategies, performance, and outcomes.

Examples include:
- Strategic plans
- Annual reports
- Community projects
- Service delivery objectives
- Performance information where available
- Reports on major initiatives

Format: Website and Council meetings

Class 4 – How We Make Decisions

Information relating to the decision-making process.

Examples include:
- Agendas for Council and committee meetings
- Reports considered at meetings
- Approved minutes
- Standing Orders
- Consultation documents
- Responses to consultations
- Policies adopted by Council

Format: Website and Council offices

Class 5 – Our Policies and Procedures

Current written protocols, policies, and procedures:- A full list of council policies and documents can be found on the Council website

Examples include:
Governance Policies
- Standing Orders
- Financial Regulations
- Code of Conduct

Administrative Policies
- Complaints Procedure
- Document and Records Policy
- Data Protection Policy
- Freedom of Information Policy
- Publication Scheme

Employment Policies

- Equality and Diversity Policy
- Health and Safety Policy
- Minor Disputes Policy

Format: Website and available on request

Class 6 – Lists and Registers

Information held in registers maintained by the Council.

Examples include:

- Asset Register
- Register of Members' Interests
- Register of Gifts and Hospitality (where applicable)
- Public Rights of Way information held by the Council
- List of Council-owned land and property

Format: Website where appropriate and inspection by appointment

Class 7 – The Services We Offer

Information about services provided by the Council.

Examples may include:

- Parks and open spaces
- Community facilities
- Allotments
- Public seating and amenities
- Events and community activities
- Burial ground or cemetery services
- Grants and community support schemes

Information available:

- Service descriptions
- Eligibility criteria
- Application forms
- Fees and charges
- Booking arrangements

Format: Website and Council offices

4. Charging Policy

Most information available through this Publication Scheme is provided free of charge.

Charges may apply for:

Service	Charge
Photocopying (A4 black & white)	Actual cost
Photocopying (A3 black & white)	Actual cost
Colour copies	Actual cost
Postage	Actual cost
Printed publications	Cost recovery basis

Any charges will be communicated before information is supplied.

5. Information Not Routinely Published

The Council will not publish information where disclosure would:

- Breach data protection legislation;
- Reveal confidential commercial information;
- Prejudice legal proceedings;
- Endanger health and safety;
- Fall within an exemption under the Freedom of Information Act 2000.

Requests for information not included in this scheme may still be submitted under the Freedom of Information Act.

6. Contact Details

Town Clerk
Telephone: 01206 382128
Email: town.clerk@westmerseatowncouncil.gov.uk
Website: https://www.westmerseatowncouncil.gov.uk