REPORT PC26.143b Model Publication Scheme
Author: Jon Sloan, Parish Clerk
Date: November 6, 2026

1. Background

The Information Commissioners Office ICO Model publication scheme applies to all public authorities. The Council adopted the templated scheme in May 2025 (Minute ref: PC25.074). It is due for review by December 2026.

2. Summary

This model publication scheme has been prepared and approved by the Information Commissioner and may be re-adopted without modification. This publication scheme commits an authority to make information available to the public as part of its normal business activities.

There is no fixed period for review, but best practice is to review this Scheme annually.

3. Recommendation

That the Council **resolves** to re-adopt the Model Publication Scheme as circulated.

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Laverstock & Ford Parish Council

MODEL PUBLICATION SCHEME

Purpose	To set out a Code of Practice
Scope	Council employees, Councillors, and members of the public
Date adopted	
Minute Ref:	
Previous	PC25.074
Next Review	December 2027
Policy Owner	Finance & General Purposes Committee
Supersedes	PC25.074

Information available from Laverstock & Ford Parish Council under the Model Publication Scheme.

Information to be published **Cost:** Charges per copy for hard copies see schedule at end	**How the information can be obtained**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(Hard copy or website)
Who's who on the Council and its Committees	Both
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Both
Location of main Council office and accessibility details	Both
Staffing structure	Both
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) Current and previous financial year as a minimum	Both

Annual return form and report by auditor	Both
Finalised budget	Both
Precept	Both
Borrowing Approval Letter	Both
Standing Orders	Both
Financial Regulations	Both
Grants given and received	Both
List of current contracts awarded and value of contract	Both
Members' allowances and expenses	Both
Parish Plan (current)	Both
Annual Report to Parish Meeting (current and previous year as a minimum)	Both
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Both
Agendas of meetings (as above)	Both
Both Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Both
Reports presented to council meetings – note this will exclude information that is properly regarded as private to the meeting.	Included in agendas
Responses to consultation papers	Hard copy where consultation was responded to on paper – online responses not available.
Responses to planning applications	Both
Bye-laws	Both
Class 5 – Our policies and procedures	Both

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Both
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Dignity at Work policy Safeguarding policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Both
Records management policies (records retention, destruction and archive)	Both
Schedule of charges (for the publication of information)	Both
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy, if any
Assets Register	Website
Register of members' interests	Wiltshire Council website
Register of gifts and hospitality	Hard copy.
Class 7 – The services we offer	(Hard copy or website; some information may

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Village Halls	Both
Parks, playing fields and recreational facilities etc	Both
Seating, litter bins, and memorials, etc	Hard copy
Bus Shelters	Hard copy
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details:

Tel: 07771 802839 Email: parish-clerk@laverstockford-pc.gov.uk

Web: **www.laverstockford-pc.gov.uk**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @.25p per sheet (black & white)	Actual cost*
	Photocopying @.50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail 2nd Class stamp

*Actual cost incurred by the parish council.