



Midhurst Town Council

Publication Scheme

The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk.

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Clerk who will reply within twenty working days after receipt of the request.

The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by appointment, where much of the information can be viewed free of charge.

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. 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.

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 with viewing information

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.

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.

Noticeboards

Noticeboards are located at: North Street by telephone box, and outside The Grange Centre, Grange Road.

Information available from Midhurst Town Council under the Freedom of Information Act

Classes of Information

Class 1 – Who we are and what we do (current information relating to organisational information, structures, locations and contacts)		
Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees, and Meeting Schedules	Website: www.midhurst-tc.gov.uk and noticeboards	Nil
Contact details for Clerk – email and telephone	Website: www.midhurst-tc.gov.uk and noticeboards	Nil
Location of main Council office	Website: www.midhurst-tc.gov.uk and noticeboards	Nil
Staffing Structure	The Clerk	Nil

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contract and financial audit – current and previous financial years)		
Information to be published	How the information can be obtained	Cost
Annual return form and reports by auditors (internal and external)	Website: www.midhurst-tc.gov.uk The Clerk	See schedule below
Finalised budget	Website: www.midhurst-tc.gov.uk The Clerk	See schedule below
Precept	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Financial Regulations and Standing Orders (also see Class 5)	Website: www.midhurst-tc.gov.uk The Clerk	See schedule below
Grants given and received	The Clerk	Nil
List of current contracts awarded and value of contract (if applicable)	The Clerk	Nil
Members' allowances and expenses	The Clerk	Nil

Class 3 – What our priorities are and how we are doing (Plans, and Reviews)		
Information to be published	How the information can be obtained	Cost
Parish Plan	The Clerk	Nil
Annual report to Annual Town Meeting	The Clerk	Nil

Class 4 – How we make decisions (Decision making processes and records of decisions for the current and previous council years)		
Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, Committee and Annual Parish Meeting)	Website: www.midhurst-tc.gov.uk The Clerk, and noticeboards	Nil
Next meeting agenda (available a minimum of three working days prior to the meeting)	Website: www.midhurst-tc.gov.uk The Clerk, and noticeboards	Nil
Minutes of meetings (please note: these will exclude information that is properly regarded as private to the meeting).	Website: www.midhurst-tc.gov.uk The Clerk, and noticeboards	Nil
Reports presented to Council meetings (please note: these will exclude information that is properly regarded as private to the meeting).	The Clerk	See schedule below
Responses to consultation papers	The Clerk	See schedule below
Responses to planning applications	The Clerk and South Downs National Park website: www.southdowns.gov.uk	Nil
Bye-laws	N/A	N/A

Class 5 – Our policies and Procedures – How we make decisions (Current written policies and Procedures for delivering our services and responsibilities)		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Financial Regulations Standing Orders Code of Conduct	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Policies and procedures for the provision of services: Terms and Conditions of Hall Hire (including risk assessment, fire risk assessment) Cemetery Forms Risk Management Scheme	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Procedures for handling requests for information	The Clerk	See schedule below
Records retention/archive	The Clerk	Nil

Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Information to be published	How the information can be obtained	Cost
Asset Register	The Clerk	Nil
Register of Members Interests	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Register of gifts and hospitality	The Clerk (also recorded in Committee minutes).	Nil

Class 7 – The services we offer (Information about the services we offer including newsletters)		
Information to be published	How the information can be obtained	Cost
Allotments	N/A	N/A
Carron Lane Cemetery	Website: www.midhurst-tc.gov.uk The Clerk	Nil
The Old Library, Knockhundred Row	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Carron Lane Recreation Ground and Skate Park, St Ann's Hill	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Seating, litter bins, and MTC sponsored street lighting	The Clerk	Nil
Bus Shelter	The Clerk	Nil
Markets and Events	Website: www.midhurst-tc.gov.uk The Clerk	Nil
Public Conveniences	N/A	N/A
Midhurst Matters Newsletter	The Clerk	Nil

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/Printing @ 10p per sheet (black and white) and 20p per sheet (colour)	Actual Cost
	Postage	Actual Cost
Statutory Fees and exemptions	In accordance with the relevant legislation – The Freedom of Information Act 2000 and Data Protection Act 2018	

Internal review and complaints

If an applicant for information is dissatisfied with the way their request has been handled, they may ask the Chairman of the Council to undertake a review. The complaint can be in relation to a refusal to supply information, or failure to respond within time or failure to provide advice or assistance.

If the complainant is still not satisfied after the internal review has been completed then they may refer the matter to:

Information Commissioner's Office

Tel no. 0303 123 1113

On-line: www.ico.gov.uk

This Publication Scheme was reviewed and adopted on 28th October 2024 and will be reviewed annually.