



LEDBURY TOWN COUNCIL

PUBLICATION SCHEME

Date Created: 20/05/2025

Next Review:

14 May 2026

Information available from Ledbury Town Council under the Freedom of Information Act model publication scheme

This Scheme commits Ledbury Town 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 outlined below.

Where possible information will be provided on the Council's website but where it is impractical hard copies of some information can be made available. The policy below states how information can be obtained.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information can 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.

Written requests

Information held by the Town 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.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard copy or website
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Hard copy or website
Location of main Council office and accessibility details	Hard copy or website
Staffing structure	Hard copy
Class 2 – What we spend and how we spend it	

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy or website
Finalised budget	Hard copy or website
Precept	Hard copy or website
Borrowing Approval letter	Hard copy
All items of expenditure above £100	Website
Financial Standing Orders and Regulations	Hard copy or website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	Hard copy or website
Parish Plan	Hard copy or website
Annual Report to Parish or Community Meeting	Hard copy or website
Quality status	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	In progress
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or website
Agendas of meetings (as above)	Hard copy, website or notice board
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy or website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy or website
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy or website
Bye-laws	N/A
Class 5 – Our policies and procedures	

(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 • Delegated authority in respect of officers • Code of Conduct • Policy statements	Hard copy or website
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 • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or website
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy or website
Class 6 – Lists and Registers	
Currently maintained lists and registers only.	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	By inspection in person
Assets register, including details of public land and building assets	Hard copy
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy
Register of members' interests	Hard copy or website
Register of gifts and hospitality	Hard copy or website
Class 7 – The services we offer	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Burial grounds and closed churchyards	Hard copy
Parks, playing fields and recreational facilities	Hard copy or website
Seating, litter bins, clocks, memorials and lighting	Hard copy or website
Markets	Hard copy or website
Public conveniences	Hard copy
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Hard copy or website
Additional Information	
Information not itemised in the lists above	
Declarations of acceptance of office	Hard copy or website
Newsletter	Hard copy or website

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the following legislation The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 SI No. 3244
Other	Costs directly incurred as a result of viewing the information	

* the actual cost incurred