Appleby-in-Westmorland Town Council

Publication Policy

This guidance gives examples of the kinds of information that we would expect Appleby-in-Westmorland Town Council to provide to meet their commitments under the model publication scheme.

Appleby Town Council is expected to make the information in this definition document available unless:

- It does not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information.
- The information is archived, out of date or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who is on the Council and its Committees	www.applebytown.gov.uk Moot Hall Noticeboard Hard Copy - contact Clerk	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)	www.applebytown.gov.uk Moot Hall Noticeboard Hard Copy - contact Clerk	Free
Location of main Council office and accessibility details	www.applebytown.gov.uk Moot Hall Noticeboard Hard Copy - contact Clerk	Free
Staffing structure	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free

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		
Annual return form and report by auditor	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
Finalised budget	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
Precept	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
Borrowing Approval letter	N/A	
Financial Regulations	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
Grants given and received	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
List of current contracts awarded and value of contract	Hard Copy - Contact Clerk	Free
Members' allowances and expenses	N/A	

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		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	www.applebytown.gov..uk Hard Copy - Contact Clerk	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Action Plan	N/A	Free

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)	www.applebytown.gov.uk Moot Hall Noticeboard Hard Copy - contact Clerk	Free
Agendas of meetings (as above)	www.applebytown.gov.uk Moot Hall Noticeboard Hard Copy - contact Clerk	Free
Minutes of meetings (as above) *This will exclude information that is properly regarded as private to the meeting.*	www.applebytown.gov.uk Moot Hall Noticeboard Hard Copy - contact Clerk	Free
Reports presented to council meetings *This will exclude information that is properly regarded as private to the meeting.*	Hard Copy - contact Clerk	Free
Responses to consultation papers	Hard Copy - contact Clerk	Free
Responses to planning applications	Hard Copy - contact Clerk	Free
Bye-laws	N/A	

Class 6 – Lists and Registers (Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice - some information may only be available by inspection). Current information only		
Asset register	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	www.applebytown.gov.uk Hard Copy - Contact Clerk	Free
Register of gifts and hospitality	Hard Copy - Contact Clerk	Free

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - some information may only be available by inspection). Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard Copy - Contact Clerk	Free
Parks, playing fields and recreational facilities	Hard Copy - Contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy - Contact Clerk	Free
Bus shelters	Hard Copy - Contact Clerk	Free
Markets	Hard Copy - Contact Clerk	
Public conveniences	Hard Copy - Contact Clerk	Free
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above.

Contact Details

Appleby in Westmorland Town Council, Moot Hall, Boroughgate, Appleby-in-Westmorland, Cumbria, CA16 6YB

Tel:	017683 51177 ext 3
Email:	clerk@applebytown.gov.uk
Website:	www.applebytown.gov.uk
Facebook:	Appleby-in-Westmorland

Schedule of Charges

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 1st or 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

** the actual cost incurred by the public authority*

Policy Review

This Policy will be reviewed bi-annually by Appleby-in-Westmorland Town Council at a Full Council Meeting.

This policy has been agreed and approved by Appleby-in-Westmorland Town Council.

Cllr P Davidson

Cllr Pamela Davidson
Chair of Appleby-in-Westmorland Town Council

Adopted by Appleby-in Westmorland Council on 19th March 2025
Review Date: March 2027