



Bodmin Town Council

Publication Scheme Policy

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Responsible Officer: IT/Office Administration and Projects Officer

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Bodmin Town Council Publication Scheme

Freedom of Information Act

This publication scheme, based on the model publication scheme prepared and approved by the Information Commissioner, commits Bodmin 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 mentioned below, where this information is held by the Council.

Classes of information

Who we are and what we do:

- Organisational information [Link to [Organisational Chart](#)]
- Locations [[Link to Land and Property](#)]
- Contacts [Link to '[Contact](#)' page]



- Constitutional and legal governance [Link to [The Town Council](#), Link to [Local Government Act 1972 \(legislation.gov.uk\)](#), Link to [Localism Act 2011 \(legislation.gov.uk\)](#), [General information on parish and town councils - Cornwall Council](#)]
- [Link to '[Councillors](#)' page]
- [Link to '[About](#)' page]
- [Link to '[Local Government Transparency Code 2015 Information](#)' page]

What we spend and how we spend it:

- Financial information relating to projected and actual income [Annual Report](#)
- Expenditure [Link to [Expenditure over £500 | Bodmin Town Council](#)]
- Tendering [[Contracts Finder](#)]
- Procurement Links to [Procurement Policy](#) and [Appendix](#)) and contracts ([Contract List](#))
- [Link to '[Finance Documents and Information](#)' page]

What our priorities are and how we are doing:

- Strategy and performance information [Link to [Aims and Objectives](#) section]
- Assessments [Link to Asbestos Assessments - [Shire-House-Refurbishment-Survey-Report.pdf](#), [Shire-Hall-Refurbishment-Survey-Report.pdf](#)]
- Inspections [Link to Electrical Inspections - [Shire-Hall-EICR-2023.pdf](#), [Shire-Hall-Satisfactory-2023.pdf](#), [Shire-House-EICR-2022.pdf](#), [Shire-House-Satisfactory-2022.pdf](#)]



- Reviews [Link to [AGAR and Annual Reports](#)]
- [Link to '[Bodmin Vision](#)' page]
- [Link to '[Neighbourhood Plan](#)' page]

How we make decisions:

- Policy proposals and decisions. Decision making processes, internal criteria and procedures [Link to [Standing Orders](#)]
- Consultations [Link to [Neighbourhood Plan](#)]
- [Link to '[Committees](#)' page]
- [Link to [Standing Orders](#)]
- [Link to '[Forthcoming Meetings](#)' page]
- [Link to each separate committee ([Policy and Resources](#), [Community Services](#), [Estates](#), [Planning](#) page)]

Our policies and procedures:

- [Link to '[Bodmin Town Council Policies](#)' page]

Lists and registers

Please note that much of the information which would usually populate this section is collated and controlled by our principal authority, Cornwall Council. Please see [link to [CC website](#)] for further information.

- [Link to '[Powers and Duties of Town and Parish Councils](#)' page]

The services we offer:

- Advice and guidance [Link to [Community Services Reception](#)]
- Booklets and Leaflets [Link to [Newsletter](#)]



- Transactions [Link to [Town Council Services Page](#)]
- Media Releases [Link to [News Page](#)]
- [[Link to bodmincommunity site](#)]

The classes of information available do not include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Where it is within the capability of Bodmin Town Council, information will be provided on this website. Where it is impracticable to make information available on this website or when an individual does not wish to access the information by the website, Bodmin Town Council will endeavour to provide it by other means, including via postal delivery.

In exceptional circumstances some information may be available only by viewing in person. In these cases, you may request to do this by contacting Bodmin Town Council in the usual way (please see contact details here [[Link to 'Contact' page](#)]). 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 or in such other language that is legally required. Where Bodmin Town Council 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

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 Bodmin Town Council 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 as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Members of the public can also request sight of BTC's accounts for a payment of £10.00.

Please note that Bodmin Town Council reserves the right to not comply with certain requests for information if it is established, beyond doubt, that any such requests are vexatious in nature, as defined by the Council's ['Persistent or Vexatious Complaints Policy'](#).

Written requests

Information held by Bodmin 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.