

ASHINGTON TOWN COUNCIL MODEL PUBLICATION SCHEME

About this Scheme

Ashington Town Council has adopted the Model Publication Scheme issued by the Information Commission under section 20 of the Freedom of Information Act 2000. This scheme sets out the classes of information the Council routinely publishes, how you can access that information, and any charges that apply.

This scheme should be read alongside the Council's Freedom of Information Policy and Data Protection and Privacy Policy, both of which are available on the Council's website and on request.

How to Use this Scheme

The table below sets information into seven classes. For each class it shows:

- what information is available
- how you can obtain it (hard copy, email or the Council website)
- what it will cost, if anything

Most information is available free of charge from the Council's website. Where a charge applies for hard copies it is shown in the Cost column. The Schedule of Charges at the end of this document explains how charges are calculated.

Requesting Information Not in this Scheme

If you cannot find the information you are looking for in this scheme, you may make a formal request under the Freedom of Information Act 2000. Details of how to do this are set out in the Council's Freedom of Information Policy. If the information relates to your own personal data, you should make a Subject Access Request under the UK General Data Protection Regulation.

For advice and assistance, please contact the Town Clerk using the details at the end of this document.

Publication Scheme Table

| Information to be published | How to obtain | Cost |
|---|---|--------------|
| Class 1 — Who we are and what we do Organisational information, structures, locations and contacts Current information only | | |
| Who's who on the Council and its Committees | Hard copy, email or website | 5p per sheet |
| Contact details for the Town Clerk and Council members (named contacts with telephone number and email address) | Hard copy, email or website | 5p per sheet |
| Location of main Council office and accessibility details | Hard copy, email, website or notice board | 5p per sheet |
| Staffing structure | Hard copy or email | 5p per sheet |
| 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 financial year and dated back to 2013/14 | | |
| Annual return form and report by external auditor (AGAR) | Hard copy, email or website | 5p per sheet |
| Finalised budget | Hard copy, email or website | 5p per sheet |
| Precept | Hard copy, email or website | 5p per sheet |

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|--|---|--------------|
| Borrowing approval letter | <i>Not applicable — no borrowing undertaken</i> | |
| Financial Regulations and Standing Orders | Hard copy, email or website | 5p per sheet |
| Grants given and received | Hard copy, email or website | 5p per sheet |
| List of current contracts awarded and the value of each contract | Hard copy, email or website | 5p per sheet |
| Members' allowances and expenses | <i>Not applicable except occasional travel expenses</i> | |
| Class 3 — What our priorities are and how we are doing Strategies, plans, performance indicators, audits, inspections and reviews Current and previous year | | |
| Parish or Town Plan | <i>Not applicable</i> | |
| Annual Report to Annual Town Meeting (current and dated back to 2003/04) | Hard copy | Free |
| Quality status | <i>Not applicable</i> | |
| Local charters drawn up in accordance with DLUHC guidelines | <i>None in place</i> | |
| Class 4 — How we make decisions Decision-making processes and records of decisions Current year and dated back to January 2015 | | |
| Timetable of meetings (Council, committees and sub-committees) | Hard copy, email or website | 5p per sheet |
| Agendas of meetings — published at least three clear days in advance on the Council notice board and website | Hard copy, email, website or notice board | 5p per sheet |
| Minutes of meetings (excluding information properly regarded as private to the meeting) | Hard copy, email or website | 5p per sheet |
| Reports presented to Council meetings (excluding information properly regarded as private to the meeting) | Hard copy, email or website | 5p per sheet |
| Responses to consultation papers | Hard copy, email or website | 5p per sheet |
| Responses to planning applications | Hard copy, email or website | 5p per sheet |
| Bye-laws | <i>None in place</i> | |
| 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: • Standing Orders • Committee Terms of Reference • Code of Conduct • Financial Regulations • Equality, Diversity and Inclusion Policy • Model Publication Scheme • All other adopted policies | Hard copy, email or website (where adopted) | 5p per sheet |
| Policies and procedures for services and employment: • Health and Safety Policy • Recruitment policies (including current vacancies) • Policies for handling requests for | Hard copy, email or website (where adopted) | 5p per sheet |

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|---|--|--------------|
| information • Complaints procedure • Equality, Diversity and Inclusion Policy | | |
| IT Policy and Information Security Policy | Hard copy or email | 5p per sheet |
| Records management policies (retention, disposal and archive) | Hard copy, email or website (where adopted) | 5p per sheet |
| Data Protection and Privacy Policy | Hard copy, email or website (where adopted) | 5p per sheet |
| Schedule of charges for publication of information | This document, hard copy, email or website | Free |
| Class 6 — Lists and registers Currently maintained lists and registers only — some information may only be available for inspection | | |
| Any publicly available register or list held by the Council | Hard copy, email or website (some information available for inspection only) | 5p per sheet |
| Assets register | Hard copy, email or website | 5p per sheet |
| Disclosure log (record of information provided in response to requests) | Contact the Clerk | Free |
| Register of Members' interests | Hard copy or website | 5p per sheet |
| Register of gifts and hospitality | Hard copy or website | 5p per sheet |
| Class 7 — The services we offer Information about the services we offer, including leaflets, guidance and newsletters Current information only | | |
| Allotments — 8 allotment sites owned or leased by the Council. 4 are managed by Allotment Associations and 4 by the Council directly. | Hard copy, email or website | 5p per sheet |
| Burial grounds and closed churchyards | <i>None</i> | |
| Community centres and village halls | <i>None</i> | |
| Parks, playing fields and recreational facilities — 7 play areas managed by the Council. | Hard copy, email or website | 5p per sheet |
| Seating, litter bins, memorials and lighting | Details available on the website and Assets Register | Free |
| Bus shelters | Details available on the website and Assets Register | Free |
| Markets | <i>None</i> | |
| Public conveniences | <i>None</i> | |
| Partnership and agency agreements — Neighbourhood Services/NCC, Environmental Enforcement/NCC, Hirst Park/NCC | Hard copy, email or website | 5p per sheet |

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|--|-----------------------------|--------------|
| Services for which the Council is entitled to recover a fee, including allotment rents | Hard copy, email or website | 5p per sheet |

Schedule of Charges

This schedule explains how charges for hard copy information are calculated. There is no charge for information provided electronically or already available on the Council website.

| Type of charge | Description | Basis of charge |
|-------------------|--|--|
| Disbursement | Photocopying — black and white, per sheet | 5p per sheet (actual cost) |
| | Photocopying — colour, per sheet | 10p per sheet (actual cost) |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Electronic supply | Information provided by email or downloaded from the website | Free of charge |

Contact Details

For advice and assistance, or to request a copy of information under this scheme, please contact:

Sarah Eden, Executive Officer

Ashington Town Council

Town Hall, 65 Station Road, Ashington, Northumberland NE63 8RX

Telephone: (01670) 624521

Email: clerk@ashingtontowncouncil.gov.uk

Website: www.ashingtontowncouncil.gov.uk

Regulatory note

This scheme is based on the Model Publication Scheme issued by the Information Commission (formerly the Information Commissioner's Office, renamed under the Data (Use and Access) Act 2025). If you are dissatisfied with how a request for information has been handled, you have the right to request an internal review and, if still dissatisfied, to complain to the Information Commission at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Website: www.ico.org.uk | Telephone: 0303 123 1113.