



HASLEMERE TOWN COUNCIL

Haslemere Town Council

Publication Scheme (Model)

Version: 2.0

Purpose: To set out the information Haslemere Town Council proactively publishes under the ICO Model Publication Scheme and to explain how to request additional information. Council considerations.

How to request information

Requests under this Publication Scheme or under the Freedom of Information Act should be sent to:

Email: town.clerk@haslemere-tc.gov.uk

Post: Town Clerk, Haslemere Town Council, High St, Haslemere GU27 2HG

Telephone (for enquiries only): 01428 654305

Please include your name, contact details and a clear description of the information you require. We will acknowledge requests and respond within 20 working days (FOI standard). If clarification or a fee is required we will contact you.

Charges and disbursements

The council charges only for disbursements to cover costs of reproduction and postage. Standard charges: photocopying black & white 10p per sheet; colour 20p per sheet; postage at Royal Mail prevailing rate. Where a request is exempt under the FOI cost regulations the council will follow ICO guidance and will notify the requester in advance of any fees. For complex/large requests the Clerk will provide an estimate of charges before processing.

Accessibility and personal data

Information will be provided in alternative formats (large print, audio or accessible electronic formats) on request. Personal data will be redacted where required under the Data Protection Act. If information is withheld the council will state the exemption applied and the reasoning (including public interest test where relevant).

Publication index (core classes) — summary table

Information	How available (suggested location)	Cost	Frequency / Notes
Class 1 — Who we are and what we do (Who's who; contact details; office location; staffing structure)	Website www.haslemere-tc.gov.uk — About / Council and Committees; Paper copies on request	Free / disbursement for copies	Update: after elections or staff changes
Class 2 — What we spend and how we spend it (Accounts, budget, precept, financial regs, contracts register)	Website www.haslemere-tc.gov.uk — Finance / Accounts; Contracts register (published as downloadable spreadsheet)	Free / disbursement for copies	Accounts: annual. Contracts: publish new contracts >£5k within 28 days of award. Include value banding and start/end dates.
Class 3 — What our priorities are and how we are doing (Business plan, annual report)	Website www.haslemere-tc.gov.uk — Plans & Reports	Free / disbursement for copies	Update: as adopted / annually
Class 4 — How we make decisions (Agendas, minutes, reports, timetable of meetings)	Website — www.haslemere-tc.gov.uk Meetings / Agendas & Minutes; Full minutes	Free / disbursement for copies	Agendas: published with statutory notice. Minutes: publish within 14 days of adoption. Add links to reports where not exempt.
Class 5 — Our policies and procedures (Standing orders, delegations, HR policies, FOI policy, complaints)	Website — www.haslemere-tc.gov.uk Policies (single page with PDFs)	Free / disbursement for copies	Review: as policy amended; add adopted date on each policy

Class 6 — Lists and registers (Asset register, members' interests, gifts & hospitality)	Website — www.haslemere-tc.gov.uk Registers page; Asset register downloadable	Free / disbursement for copies	Asset register: annual. Interests: updated on receipt
Class 7 — The services we offer (Services, facilities, allotments, lettings, fees)	Website — www.haslemere-tc.gov.uk Services / Facilities; booking forms online where possible	Free / disbursement for copies; fees where applicable	Update: as service changes

Suggested specific amendments (changes inserted into scheme)

- Add Version/Adoption dates (done on front sheet).
- Replace generic 'Website' with precise URLs and upload locations (eg /minutes, /finance/annual-accounts). If you give the website URLs I will insert them.
- For Contracts: publish contract title, supplier, start/end dates, value band and procurement route for all contracts > £5,000.
- For Grants: publish recipient name, purpose and amount (yearly).
- Add a simple FOI handling flow in Council procedures (acknowledgement; clarification; response; internal review contact and timescales).
- Add a short accessibility statement and alternative-format contact (done).
- Change 'Disbursement cost' column to explicit charges and note ICO charging rules for FOI requests (done).

Appendix A — FOI request handling (short)

1. Acknowledge receipt within 3 working days.
2. Clarify request within 5 working days if needed (clock stops until clarification received).
3. Respond within 20 working days of receipt or explain extension/charge.
4. If a request is refused in whole or in part provide reasons, exemption(s) and internal review rights.
5. Internal review requests to be acknowledged and completed within 20 working days.