



Publication Scheme

Contents

1. Version Control
2. Information available from Ringwood Town Council under the Freedom of Information act model publication scheme

1. Version Control – to be reviewed annually by the Town Clerk

Event	Description	Date
Adoption of updated scheme	Approval by Policy & Finance Committee	18.6.25
Annual review	Approval by Policy & Finance Committee	

2. Information available from Ringwood Town Council under the Freedom of Information Act model publication scheme

Ringwood Town Council has adopted the Information Commissioner's Model Publication Scheme (2009), which commits the Council to make certain information routinely available to the public.

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) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Details can be found on the website www.ringwood.gov.uk	FOC or 10p per sheet
Details of any representation on local public bodies		

	Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
Postal and email address	As above	
Contact details for Town Clerk and Council members		
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	As above	
Staffing structure	As above	
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	Details can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk	FOC

	Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	As above	
All items of expenditure above £100	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
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 (hard copy or website)		
Annual governance statement in format included in the Annual Return form	Details can be found on the website www.ringwood.gov.uk	FOC
Strategic Plan	Details can be found on the website www.ringwood.gov.uk	FOC
Annual Report to Parish or Community Meeting	Details can be found on the website www.ringwood.gov.uk	FOC
Quality status	Not applicable	

Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum (hard copy or website)</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Details can be found on the website www.ringwood.gov.uk	FOC
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As above	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	As above	
Responses to consultation papers	Available in hard copy from Town Clerk	10p per sheet

Responses to planning applications	Details can be found on the website www.ringwood.gov.uk	FOC
Byelaws	Available in hard copy from Town Clerk	10 per sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (hard copy or website)</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	As above	

<ul style="list-style-type: none"> • 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) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard copy available from Town Clerk	10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only. (hard copy or website; some information may only be available by inspection)</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC

Assets register, including details of public land and building assets	As above	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy from Town Clerk	10p per sheet
Register of members' interests	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC
Register of gifts and hospitality	As above	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only (hard copy or website; some information may only be available by inspection)</p>		

Allotments	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC or 10p per sheet
Burial grounds and closed churchyards	As above	
Community centres and village halls	As above	
Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	Hard copy available from Town Clerk	10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk</p>	FOC

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Additional Information		
Information not itemised in the lists above		
Quarterly newsletter	Information can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	FOC

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
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Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred