



EDINGTON PARISH COUNCIL FOI PUBLICATION SCHEME

FOI Publication Scheme Update Timeline

- **Version:** 1.0
- **Adopted:** 14 September 2026
- **Adopted by:** Full Council
- **Published:** 14 September 2026
- **Review Due:** Feb/March 2027

1. INTRODUCTION AND COMMITMENT

This scheme commits Edington Parish Council to making information available to the public as part of its normal business activities. The Council commits to:

- **Proactively publishing** or making available routine information (including environmental information) that falls within the classifications below.
- Specifying the information held that falls within these classifications.
- Publishing the **methods** by which specific information is made available so it is easily identified.
- **Reviewing and updating** information on a regular basis.
- Producing a **schedule of fees** for information access.
- Making this publication scheme itself available to the public.

2. CLASSES OF INFORMATION

The Council will provide information in the following seven classes:

1. **Who we are and what we do:** Organisational information, locations, contacts, and constitutional/legal governance.
2. **What we spend and how we spend it:** Financial information relating to income, expenditure, tendering, procurement, and contracts.
3. **What our priorities are and how we are doing:** Strategy, performance plans, assessments, and reviews.
4. **How we make decisions:** Policy proposals, decision-making processes, and consultations.
5. **Our policies and procedures:** Protocols for delivering functions and responsibilities.
6. **Lists and registers:** Information held in statutory registers and other lists.
7. **The services we offer:** Advice, transactions, and media releases.

Note: This generally excludes information protected by law (e.g. Freedom of Information Act exemptions), draft documents, or archived files that are difficult to access.

3. HOW TO ACCESS INFORMATION

- **Website:** Information will be provided on the Council's website whenever possible at www.edingtonwiltsparishcouncil.gov.uk
- **Alternative Methods:** If information is not on the website, or if a member of the public cannot access it there, the Council will provide instructions on how to obtain it by other means.
- **In Person:** In exceptional circumstances, some information may only be available for viewing in person by appointment.
- **Accessibility:** The Council will adhere to disability and discrimination legislation when providing information in various formats.

4. SCHEDULE OF CHARGES

The Council aims to provide information at minimum cost.

- **Website downloads:** Free of charge.
- **Disbursements:** Charges may be made for actual costs such as **photocopying, postage and packaging**, or costs directly incurred during an in-person viewing.
- **Statutory Fees:** Charges may be applied where specified by Parliament or legally authorised.
- **Notice:** If a charge applies, the Council will confirm the payment due before providing the information.

5. INFORMATION TO BE PUBLISHED

Class	Information Type	Method of Access
Class 1: Who we are	Who's who on the Council/Committees Contact details for the Clerk and members Council office location.	Website
Class 2: Spending	Annual return and auditor report Finalised budget and precept Financial regulations Grants given/received Members' allowances.	Website
Class 3: Priorities	Annual Report to Parish Meeting	Website
Class 4: Decisions	Timetable of meetings, Agendas, Minutes Reports presented to meetings Responses to planning applications.	Website
Class 5: Policies	Standing orders, Code of Conduct, all council Policies	Website
Class 6: Registers	Assets Register Register of members' interests Register of gifts and hospitality. Register of Burials	Website Hard Copy
Class 7: Services	Burial Ground and the playing field	Website/Hard Copy

6. WRITTEN REQUESTS

Information held by the Council that is not published under this scheme can be requested in writing. Such requests will be considered in accordance with the **Freedom of Information Act**.