

# Witham Town Council: Publication Scheme

## Policy Overview

Witham Town Council is committed to an entirely open policy.

Witham Town Council will, as far as is possible, hold all its meetings in their entirety in public and publicises all documents and details as outlined within this publication scheme. Where desired information is not included within the Publication Scheme, you can raise a Freedom of Information (FOI) Request with the Town Council, which is set out in our Freedom of Information Policy.

Witham Town Council has adopted the Information Commissioner's Office (ICO) model publication scheme in full and will publish information in accordance with that scheme and the ICO's definition document for parish and community councils.

All such meetings will be fully advertised by display of all Agendas thereof on

- Witham Town Council Notice Board
- The Public Library, Newland Street, Witham
- Witham Town Council's Website [www.witham.gov.uk](http://www.witham.gov.uk)

Witham Town Council will discuss its proceedings in public, with the following exceptions (exceptions will be invoked under the Public Bodies (Admission to Meetings Act) 1960):

- Staffing and personnel issues
- Contract disputes, consideration of contracts and advanced tenders.
- Matters of commercial sensitivity
- Legal issues

All draft and approved Minutes of all meetings will be available for members of the public to read and may be viewed on our website under respective committee headings. Minutes are also available for inspection by appointment in the Town Hall, or freely during normal opening hours in the Information Centre.

## Information published/held by Witham Town Council

The following information is published/held by Witham Town Council: -

**Minute Books and committee reports**  
**Schedules of insurances, policy wording and claims record.**  
**Assets Register**  
**Title Deeds**  
**Trust Deeds**  
**Quotations/Tenders**  
**Standing Orders**

**Policy Statements** including (but not limited to)

- Health and Safety Statement
- Health and Safety Risk Assessments
- Freedom of Information Act Policy
- Data Protection Act Policy
- Staff Hospitality and Gifts Policy
- Financial Regulations of Witham Town Council

**Code of conduct**

- Register of Members' Interests
- Members Declarations of Office
- Members Register of Interest
- Register of Members Allowances

**Statutory Instruments**

- Order establishing Witham Town Council
- Traffic Regulation Orders pertinent to Witham
- Tree Preservation Orders (TPO) pertinent to Witham

**Correspondence**

- Copies of all correspondence sent by the Town Council
- Letters and information received from Principal Authorities
- Consultation, information documents and letters from government departments
- Correspondence received from the Local Authorities
- Correspondence from other local councils, clubs, organisations, individuals making representations, observation invitations etc.
- Copies of emails received and sent will be kept for 12 months only

**All Saints Closed Churchyard (Managed under duty)**

- Order in Council
- Record of burials in the Closed Churchyard
- Management plans

**Details of grants paid to outside bodies**

- Audits of those grants

**Accounts and supporting documentation**

- Annual return form
- Annual report from the External and Internal Auditors
- Receipts and payments accounts
- Receipt books of all kinds
- Bank Statements
- Precept request
- VAT Records
- Financial Regulations

- Financial Scrutiny Panel Reports

#### **Planning Documents**

- Responses to planning applications consulted upon
- Responses to planning appeals and inspectorate letters
- Responses to the Local Plan Consultations
- Definitive Public Rights of Way Maps (PROW)
- Applications for amendments to the Definitive Map

#### **Bye Laws**

#### **Employment Matters**

- Equal Opportunities Policy
- Grievance Procedures
- Disciplinary Procedures
- Job Descriptions
- Terms and conditions of Employment by Witham Town Council
- Staff Handbook

#### **Buildings & Spaces for Hire by the Public**

- Schedule of Hire charges
- Invoices to hirers

#### **Vehicle records**

- Insurance schedules
- Maintenance and servicing schedule
- MOT record

#### **The Voice Newsletter Archives**

#### **Councillors**

- Addresses, telephone numbers, email addresses, facsimile numbers of: -
- Essex County Councillors – representing Witham (2 in number)
- Braintree District Councillors representing Witham (8 in number)
- Witham Town Councillors representing Witham (16 in number)

#### **Classes of information and access methods**

In line with the ICO model publication scheme, information will normally be made available in the following ways, depending on the class of information:

- Website (free of charge) – [www.witham.gov.uk](http://www.witham.gov.uk)
- Inspection at the Town Hall or Information Centre (by appointment where appropriate)
- Copies supplied in hard copy or electronic form on request, subject to any applicable charges

If the information requested is only held by another public authority, the Council will provide details of where it can be obtained or, where appropriate, will redirect the request.

## **Charges**

Many of the above documents are contained in the Council's website and may be downloaded free of charge. However, if paper versions are requested from the Town Council a charge will be made of £0.50p per page in accordance with The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004.

The Council may also charge for reasonable disbursements such as postage or electronic media (for example, USB sticks), and will issue a fee notice where applicable in line with FOI and ICO guidance.

**Reviewed and Adopted** at Minute 58(f) of Policy and Resources Committee held 29<sup>th</sup> March 2022

**Reviewed:** Policy and Resources Committee held 23<sup>rd</sup> March 2026

**Date for next review:** March 2028

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