Dinnington St John's Town Council

PUBLICATION SCHEME

September 2026

Dinnington St John's Town Council adopts the ICO (Information Commissioners Office) model publication scheme and will make information available in accordance with the Freedom of Information Act 2000, subject to any exemptions that may apply.

The Council will publish information proactively where reasonably practicable. Where information is not published online, it may be available on request. Datasets will be published for re-use where appropriate, and where the Council is the sole owner of the copyright or database rights, the Council will normally make them available under the Open Government Licence unless it is not appropriate to do so.

1. Who we are and what we do

The Council will publish current information about:

- the name of the Council
- councillors and their responsibilities
- committees and sub-committees
- representation on outside bodies
- contact details for the Parish Clerk and councillors, where appropriate
- the Council's postal address, email address and website
- the location of the main office and accessibility details
- staffing structure

How available: Website - Cost: Free

2. What we spend and how we spend it

The Council will publish current and previous year information about:

- annual accounts and internal audit reports
- finalised budget
- precept
- borrowing approval letters, where applicable
- expenditure over £500, usually through minutes or financial reports
- financial standing orders and regulations
- grants awarded and received
- current contracts and their value, where appropriate
- members' allowances and expenses, where applicable

How available: Website / On request - Cost: Free

3. What our priorities are and how we are doing

The Council will publish current and previous year information about:

- annual governance statement
- annual report to the parish or community meeting
- performance or review information, where held
- audits, inspections and reviews relevant to the Council's work
- local plans, strategies or priorities, where applicable

How available: Website / On request - Cost: Free

4. How we make decisions

The Council will publish current and previous year information about:

- meeting timetables
- agendas
- minutes, excluding exempt material
- reports presented to meetings, where suitable for publication
- responses to consultation papers
- responses to planning applications, where available
- bye-laws, where applicable

How available: Website / Notice board / On request - Cost: Free

5. Our policies and procedures

The Council will publish current information about:

- standing orders
- committee and sub-committee terms of reference
- delegated authority arrangements
- code of conduct
- key policy statements
- equality and diversity policy
- health and safety policy
- recruitment policies and current vacancies
- information requests procedures
- complaints procedures, including publication scheme complaints
- information security policy
- records management policy, including retention and disposal
- data protection policies
- schedule of charges

How available: Website / On request - Cost: Free

6. Lists and registers

The Council will publish current lists and registers where held, including:

- assets register, including land and buildings
- disclosure log for FOI (Freedom of Information) and EIR (Environmental Information Regulations) requests
- register of members' interests
- gifts and hospitality register, where applicable

How available: Website / On request - Cost: Free

7. The services we offer

The Council will publish current information about services it provides, where applicable, including:

- allotments
- burial grounds and closed churchyards
- community centres and village halls
- parks, playing fields and recreational facilities
- other local amenities or services provided by the Council

Items not currently provided by the Council are shown as not applicable.

How available: Website - Cost: Free

Additional information

The Council may also publish additional information that is not included above where it considers this would improve openness and public understanding.

Contact details

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Schedule of Charges

The Council may charge only where permitted by law, for example:

- photocopying at actual cost
- postage at actual cost
- statutory fees, where set by legislation

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying	Actual cost
Disbursement cost	Postage	Actual Royal Mail second class cost
Statutory fee	Where required by legislation	As prescribed by law
Other	None at present	N/A

Adopted date: 14/09/2026

Minute reference: 84/27 (C)

Review cycle: Every 2 years

Next review date: September 2028