



North Petherton Town Council

**Information available from North Petherton Town Council
under the Freedom of Information Act**

(based upon the model publication scheme for local authorities)

Most Recent Review: 19 May 2025

This guide covers only information we currently hold. If we do not hold some of the information listed, it will be marked as "not held" in the table.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

The Town Council strongly encourages access to documents via its website www.northpethertontowncouncil.gov.uk which is free to use. Hard copies can be provided by the Town Council upon request; the first 12 pages of any document will be provided free of charge, all subsequent pages will be charged at 50p per A4 sheet.

Information to be published	How the information can be obtained?
Class1 - Who we are and what we do. (Organisational information, structures, locations, and contacts) Current information only.	Website Hard Copy
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies.	Website Hard Copy
Postal and email address Contact details for the Town Clerk and Council members	Website Hard Copy
Location of main Council office and accessibility details	Website Hard Copy
Staffing structure	Website Hard Copy

Information to be published	How the information can be obtained?
<p>Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website Hard Copy</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return Form</p>	<p>Website Hard Copy</p>
<p>Finalised budget</p>	<p>Website Hard Copy</p>
<p>Precept</p>	<p>Website Hard Copy</p>
<p>Borrowing Approval letter</p>	<p>Website Hard Copy</p>
<p>All items of expenditure above £100</p>	<p>Website Hard Copy</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard Copy</p>
<p>Grants given and received</p>	<p>Website Hard Copy</p>
<p>List of current contracts awarded and value of contract</p>	<p>Website Hard Copy</p>
<p>Members' allowances and expenses Note: North Petherton Town Council does not operate a members' allowance scheme</p>	<p>Website Hard Copy</p>
<p>Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Website Hard Copy</p>
<p>Annual governance statement in format included in the annual Return form</p>	
<p>Parish Plan</p>	<p>Not held</p>
<p>Annual Report to Parish or Community Meeting</p>	<p>Not held</p>
<p>Quality status</p>	<p>Not held</p>
<p>Local charters drawn up in accordance with DLUHCs guidelines</p>	<p>Not held</p>
<p>Data protection impact assessments (in full or summary format) or any other impact assessment (eg health & safety impact assessment, equality impact assessment etc) as appropriate and relevant</p>	<p>Website Hard Copy</p>

Information to be published	How the information can be obtained?
<p>Class 4 – How we make decisions. (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy
Agendas of meetings (as above)	Website Hard Copy
<p>Minutes of meetings (as above)</p> <p>Note. this will exclude information that is properly considered to be exempt from disclosure.</p>	Website Hard Copy
<p>Reports presented to council meetings</p> <p>Note. this will exclude information that is properly considered to be exempt from disclosure</p>	Website Hard Copy
Responses to consultation papers	Website Hard Copy
Responses to planning applications (this will usually be in the format of the minutes of the relevant (Planning) Committee	Website Hard Copy
Bye-laws	Website Hard Copy
<p>Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Policies and procedures for the conduct of council business e.g.:</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 	Website Hard Copy
<p>Policies and procedures for the provision of services and about the employment of staff e.g.:</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 • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Hard Copy

Information to be published	How the information can be obtained?
Records management, personal data and access to information policies eg <ul style="list-style-type: none"> • Information security policy • Records retention, destruction and archive • Data sharing 	Hard Copy
Class 6 – Lists and Registers Currently maintained lists and registers only	
Information legally required to hold in publicly available registers	Website Hard Copy
Assets register, including details of public land building assets.	Website
Disclosure log indicating the information provided in response to FOIA and EIR requests;	Website
Register of members' interests	Website Available for inspection
Register of gifts and hospitality	Website Available for inspection
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	Website
Burial grounds and closed churchyards	Website
Community centres and village halls	Not held
Parks, playing fields and recreational facilities	Website
Seating, litter bins	Website
Bus shelters	Website
Markets	N/A
Public conveniences	Website
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website

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Schedule Of Charges:

Use of the Town Council's website to access documents is strongly encouraged and is free of charge. North Petherton Library has computers that can be used by the public.

The first 12 pages of any document will be provided by the Town Council free of charge, all subsequent pages will be charged at 50p per A4 sheet.

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost		
	Photocopying @50p per A4 sheet (black & white)	Actual cost 50p
	Photocopying @ 50p per A4 sheet (colour)	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2 nd class