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# MODEL PUBLICATION SCHEME

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Approved at Full Council March 2026



To be reviewed January 2027



## Information available from Tetbury Town Council under the model publication scheme

### **The publication scheme is organised into seven classes:**

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

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Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy or TTC Website)	Free
Who's who on the Council and its Committees	TTC Website and Hard Copy	Free
Contact details for CEO and Council members (named contacts where possible with telephone number and email address (if used))	TTC Website and Hard Copy	Free
Location of main Council office and accessibility details	TTC Website and Hard Copy	Free
Staffing structure	TTC Website and Hard copy	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy or TTC Website)	
Current and previous financial year as a minimum	TTC Website and Hard copy	Free
Annual return form and report by auditor	TTC Website and Hard copy	Free
Finalised budget	TTC Website and Hard copy	Free
Precept	Hard copy	
Borrowing Approval letter		
Financial Standing Orders and Regulations	TTC Website and Hard Copy	Free

Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or TTC Website)	
Business Plan (current and previous year as a minimum) Neighbourhood Plan	TTC Website and Hard copy	Free
Annual Report to Town Council (current and previous year as a minimum)	TTC Website and Hard copy	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or TTC Website)	
Timetable of Meetings, Agendas, Minutes and Reports (Council, Committee and sub-committee meetings), Annual Meeting of the Town – excluding information that is confidential to the meeting	TTC Website and Hard copy	Free
Responses to consultation papers	Hard copy	
Responses to planning applications	TTC Website and Hard copy	Free
Bye-laws	GCC Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	(hard copy or TTC Website)  TTC Website	  Free

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	TTC Website and Hard copy	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	TTC Website and Hard copy	Free
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	TTC Website and Hard copy	Free
Schedule of charges (for the publication of information)	TTC Website	Free
<b>Class 6 – Lists and Registers - Currently maintained lists and registers only</b>	(hard copy or TTC Website; some information may only be available by inspection)	
Assets register	TTC Website and Hard copy	Free
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only	(hard copy or TTC Website; some information may only be available by inspection)	
Allotments, Bus Shelters, Burial grounds and closed churchyards, Open Spaces, Seating, Litter Bins	TTC Website and Hard copy	Free
<b>Contact Details:</b> CEO and RFO, Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Gloucestershire GL8 8AA <b>Email:</b> <a href="mailto:ceo@tetbury.gov.uk">ceo@tetbury.gov.uk</a> <b>Telephone:</b> 01666 504670		