Trowbridge Town Council

Working for your Community

Publication Scheme

UPDATE TIMELINE

Reference Number	Version	Owner	Approval Date	Review Date
39	V1	Council Secretary	October 2025	May 2026

Publication Scheme

Adopted 2025

Introduction

This policy lists the type of information held by Trowbridge Town Council (TTC) and says what information is available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the authority makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act

Classes of information

1. **Who we are and what we do**: Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it**: Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.
3. **What our priorities are and how we are doing**: Strategy and performance information, plans, assessments, inspections, and reviews.
4. **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
6. **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. **The services we offer:** Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons

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The method by which information published under will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in any other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Information available from Trowbridge Town Council under the Publication Scheme.

All information on the website is free; all hard copies will be charged at 10p per A4 sheet

Information to be published	**How the information can be obtained**
Who we are and what we do	
Organisational Information	Website / Hard copy
Location and accessibility Structure	Website
Contact details for Council Offices	Website
Council Committees	Website / Hard copy
Senior Management Pay Scale	Website / Hard copy
Details of any representatives on local Groups /Committees & Public Bodies	Website / Hard copy
Postal email address	Website
Contact Details of Parish Clerk	
Contact details for Councillors	Website
What we spend and how we spend it	

Financial Information which includes:	Website / Hard copy
Financial Regulations	Website / Hard copy
Expenditure	Website / Hard copy
Procurement	Website / Hard copy
Contracts	Website / Hard copy
Financial Audit	Website / Hard copy
Statement of Accounts and Internal Audit	Website / Hard copy
Report in the Format included in the Annual Return	Website / Hard copy
Finalised Budget	Website / Hard copy
Precept	Website / Hard copy
Borrowing Approval letters:	
The Civic Centre *(Repayment Notice as we no longer hold the approval Borrowing Letter)*	Website/ Hard copy*
Woodmarsh	Website / Hard copy
Trowbridge Museum 1&2	Website / Hard copy
Park Storage	Website / Hard copy
All items of Expenditure over £100	Website / Hard copy
Financial Standing Orders & Regulations	Website / Hard copy
Grants Given & Received	Website / Hard copy
List of current Contractors awarded and the value of the Contract	Website / Hard copy
Member's allowances and expenses	Website/Hard copy
What our priorities are and how we are doing	
Annual Governance Statement in format included in the Annual Return Form	Website / Hard copy
Parish Plan	Website / Hard copy
Annual Report to Parish or Community Meetings	Website / Hard copy
How we make decisions	
Timetable of meetings	Website /Hard copy
Agendas of meetings	Website / Hard copy
Minutes of meetings	Website / Hard copy
Reports presented to council meetings	Website / Hard copy
Responses to planning Applications	Website / Hard copy
By Laws of Trowbridge Park	By appointment
Our policies and procedures	
Standing Orders	
Part 1 are the procedural rules	Website / Hard copy
Part 2 are the Financial Regulations (a Separate Document	Website / Hard copy
Part 3 Terms and References for Committees	Website / Hard copy
Part 4 Scheme of Delegation	Website / Hard copy
Code of Conduct	Website / Hard copy
Policies and procedures for the provision of services and about the employment of Staff	
Internal Instructions to staff & policies relating to the delivery of Surface	Website / Hard copy

Equality & Diversity	Website / Hard copy
Health & Safety Policy	Website / Hard copy
Recruitment details of current Vacancies	Website / Hard copy
Policies & Procedures for handling requests for information	Website / Hard copy
Complaints procedure, Record Management Personal Data Policies	Website / Hard copy
Lists and Registers	
Assets Register	Website/Hard copy
Disclosure log (indicating the information that has been provided in response to requests)	Email
Register of members interests	Website
Register of gifts and hospitality	Held at Wiltshire Council
The services we offer	
Allotments	Website / Hard copy
Burial Grounds & Closed Churchyards	Website / Hard copy
Community Venues	Website / Hard copy
Parks, playing fields and recreational facilities	Website / Hard copy
Seating and litter bins	Website / Hard copy
Bus Shelters	Website / Hard copy
Markets	Website / Hard copy
Agency Agreement	Website / Hard copy
Environmental Request	Website
Information Request Charges	Website
Fees & Charges	Website/Hard copy