



# FOI Model Publication Scheme West Bedlington Town Council

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| <b>Approved Minute Ref</b> |                                      |
| <b>Date</b>                |                                      |
| <b>Version</b>             | <b>2</b>                             |
| <b>Last Reviewed</b>       | <b>13<sup>th</sup> November 2025</b> |
| <b>Review Minute Ref</b>   | <b>25/263</b>                        |

## INFORMATION AVAILABLE FROM WEST BEDLINGTON TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

| Information to be published                                                                                                                                                                                                               | How the information can be obtained<br><i>(Hard copy and/or website most documents can be sent by email)</i> |
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| <b>Class 1 – Who we are and what we do</b><br><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only                                                                           | Hard copy or email and website                                                                               |
| Who's who on the Council and its Committees                                                                                                                                                                                               | Hard copy or email and website                                                                               |
| Contact details for Town Clerk and Council Members – named contacts where possible with telephone number and email address (if used)                                                                                                      | Hard copy or email and website                                                                               |
| Location of main Council Office and accessibility details                                                                                                                                                                                 | Hard copy or email and website                                                                               |
| Staff Structure                                                                                                                                                                                                                           | Hard copy or email and website                                                                               |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | Hard copy or email                                                                                           |
| Annual return form and report by auditor                                                                                                                                                                                                  | Hard copy or email and website                                                                               |
| Finalised Budget                                                                                                                                                                                                                          | Hard copy or email and website                                                                               |
| Precept                                                                                                                                                                                                                                   | Hard copy or email and website                                                                               |
| Borrowing Approval letter                                                                                                                                                                                                                 | Not applicable                                                                                               |
| Financial Standing Orders and Regulations                                                                                                                                                                                                 | Hard copy or email and website                                                                               |
| Grants given and received                                                                                                                                                                                                                 | Hard copy or email and website                                                                               |
| List of current contracts awarded and value of contract                                                                                                                                                                                   | Hard copy or email                                                                                           |

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| Members' Expenses                                                                                                                                    | Hard copy or email and website              |
| Members' Allowances                                                                                                                                  | Hard copy or email and website              |
| <b>Class 3 – What our priorities are and how we are going</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)     |                                             |
| Strategic                                                                                                                                            | Hard copy or email and website              |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                                       | Hard copy or email and website              |
| Current and previous council year as a minimum                                                                                                       |                                             |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                            | Hard copy or email and website              |
| Agendas of meetings (as above)                                                                                                                       | Hard copy or email and website              |
| Minutes of meetings (as above) – NOTE: this will exclude information that is properly regarded as private to the meeting                             | Hard copy or email and website              |
| Reports presented to Council meetings – NOTE: this will exclude information that is properly regarded as private to the meeting                      | Hard copy or email                          |
| Reponses to consultation papers                                                                                                                      | Hard copy or email where available          |
| Responses to planning applications                                                                                                                   | Council minutes hard copy, email or website |
|                                                                                                                                                      |                                             |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocol, policies and procedures for delivering our services and responsibilities) | Hard copy or email and website              |
| Current information only                                                                                                                             |                                             |
| Policies and procedures for the conduct of council business:                                                                                         |                                             |
| Procedural standing orders                                                                                                                           | All hard copy email or website              |

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| Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements                                                                                                                                                                                                                                                                                                                                     |                                                                                        |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services<br/>Equality and Diversity policy<br/>Health and Safety policy<br/>Recruitment policies (including current vacancies)<br/>Policies and procedures for handling requests for information<br/>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | Hard copy or email and website                                                         |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                                              | Hard copy or email and website                                                         |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                                 | Hard copy or email and website                                                         |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Hard copy or email and website                                                         |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                                 | Hard copy or email                                                                     |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>                                                                                                                                                                                                                                                                                                                                                                         | Hard copy, email or website;<br>(some information may only be available by inspection) |
| Any publicly available register or list                                                                                                                                                                                                                                                                                                                                                                                                                                  | Hard copy or email                                                                     |
| Asset Register                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Hard copy or email                                                                     |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but not be held by Town Councils)                                                                                                                                                                                                                                                                                                               | Hard copy or email                                                                     |
| Register of Members' Interests                                                                                                                                                                                                                                                                                                                                                                                                                                           | Hard copy, email and website link to Northumberland County Council webpage             |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                                                                                                                                                                                        | Hard copy, email and website link to Northumberland County Council webpage             |

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| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | Hard copy, email or website;<br>(some information may only be available by inspection)<br><br>Hard copy or email and website |
| Allotments                                                                                                                                                                                               | Not applicable                                                                                                               |
| Burial Grounds and closed churchyards                                                                                                                                                                    | Not applicable                                                                                                               |
| Community centres and village halls                                                                                                                                                                      | Not applicable                                                                                                               |
| Parks, playing fields and recreational facilities                                                                                                                                                        | Hard copy or email and website                                                                                               |
| Seating, litter bins, and memorials                                                                                                                                                                      | Hard copy or email and website                                                                                               |
| Bus shelters                                                                                                                                                                                             | Hard copy or email and website                                                                                               |
| Markets                                                                                                                                                                                                  | Not applicable                                                                                                               |
| Public conveniences                                                                                                                                                                                      | Not applicable                                                                                                               |
| Agency agreements                                                                                                                                                                                        | Not applicable                                                                                                               |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                                                                                    | Not applicable                                                                                                               |

### Schedule of Charges:

- (i) One copy of any available document will be supplied at a cost of £0.50 per copy page + the current cost of postage and packaging to a resident of the West Bedlington Area
- (ii) Multiple copies of any available document will be supplied to any resident within the West Bedlington Area on payment of a cost of £0.50 per copy page + the current cost of postage and packaging.
- (iii) Any document that can be supplied by e-mail will be supplied free of charge to a resident of the West Bedlington Area.  
West Bedlington Town Council can supply most documents by e-mail
- (iv) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside of the West Bedlington area or to any company or corporate body, on payment of a sum not exceeding £25 for administrative expenses plus the actual cost of copying and postage.

**Contact**

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Bedlington Community Centre  
Front Street West  
Bedlington  
Northumberland  
NE22 5TT

Telephone 01670 457070

Email [clerk@westbedlingtontowncouncil.gov.uk](mailto:clerk@westbedlingtontowncouncil.gov.uk)

Web <http://www.westbedlington.org.uk/>

Steven Young  
Clerk and Responsible Financial Officer