

# FREEDOM OF INFORMATION ACT

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, web site and Facebook	
Location of main Council office and accessibility details	34, High Street, Pershore Opening times in notice board Disabled access	
Staffing structure	Hard Copy	Copying
<p><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) Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	Copying
Finalised budget	Website and hard copy	
Precept	Website and hard copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website and hard copy	
Grants given and received	Hard copy	Copying
List of current contracts awarded and value of contract	Hard Copy	Copying
Members' allowances and expenses	Expenses only – published scheme – hard copy	Copying

# FREEDOM OF INFORMATION ACT

<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 website)	
Town Plan	Hard copy and web site	
Annual Report to Town Meeting (current and previous year as a minimum)	Website and hard copy	
Quality status	Achieved – certificate at Town Hall	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> Current and previous council year minutes as a minimum	Website, hard copy at Town Hall and Library	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy	
Agendas of meetings (as above)	Website, hard copy at Town Hall and Library	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy at Town Hall and Library	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	
Responses to consultation papers	In Minutes – website and hard copy	
Responses to planning applications	Planning Minutes – website and hard copy	
Bye-laws	Hard copy	Copying
<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 web site	
Policies and procedures for the conduct of council business: Procedural standing orders	All hard copy or web site	Copying

# FREEDOM OF INFORMATION ACT

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy  Hard copy Hard copy Hard copy Hard copy – vacancies on website Hard copy Hard copy	Copying
Information security policy	Hard copy	Copying
Records management policies (records retention, destruction and archive)	Hard copy	Copying
Data protection policies	Hard copy	Copying
Schedule of charges (for the publication of information)	Hard copy (most free of charge)	Copying
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Hard copy	Copying
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	Copying
Register of members' interests	At Wychavon District Council but link from Town Council web site	
Register of gifts and hospitality	At Wychavon District Council	

# FREEDOM OF INFORMATION ACT

<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 website; some information may only be available by inspection)	
Allotments	Website and hard copy	
Burial grounds and closed churchyards	Website and hard copy	
Community centres and village halls	Town Hall and Library information on website and hard copy	
Parks, playing fields and recreational facilities	Website and hard copy	
Seating, litter bins, clocks, memorials and lighting	Website and hard copy	
Bus shelters	Website and hard copy	
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)	Website and hard copy	

**Contact details:**

Mrs Ann Dobbins A.C.I.B. Town Clerk, Town Hall, 34, High Street, Pershore, WR10 1DS 01386 561561 townclerk@pershore-tc.gov.uk

**SCHEDULE OF CHARGES**

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost*
	Photocopying @15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority