

Section 12 Freedom of Information

Information available from Highworth Town Council under the publication scheme

Most requests for information will incur no charges except to cover postage, however if a request involves a great deal of printing an appropriate charge will be agreed with the individual at the time.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	hard copy and website	free
Who's who on the Council and its Committees	website	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Link Magazine and at the Office	free
Location of main Council office and accessibility details	Website and agendas	free
Staffing structure	Website	free
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)	hard copy	free
Annual return form and report by auditor	displayed in the Public Area of the Offices, copies available on request.	free
Finalised budget	Available on request	free

Precept	website and hard copy	free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	hard copy	free
Grants given and received	hard copy	free
List of current contracts awarded and value of contract	n/a	free
Members' allowances and expenses	hard copy	free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy	free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and website	free
Quality status	none	
Local charters drawn up in accordance with DCLG guidelines	none	
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy and website – see Minutes of Meetings	free
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and website	free
Agendas of meetings (as above)	hard copy and website	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and website	free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy	free
Responses to consultation papers	hard copy	free
Responses to planning applications	hard copy and website	free

Assets Register	hard copy or inspection	free
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)	n/a	
Register of members' interests	website link	free
Register of gifts and hospitality	website link	free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	hard copy or website; (some information may only be available by inspection)	free
Current information only		
Allotments	hard copy	free
Burial grounds and closed churchyards	hard copy	free
Parks, playing fields and recreational facilities	hard copy	free
Seating and litter bins,	hard copy	free
Bus shelters	hard copy	free
Markets	hard copy & website	free
Public conveniences	hard copy	free
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy or email on request	free
Additional Information		

Contact details: David Lane, The Town Clerk, Telephone (01793) 762377
Address. Council Offices, 3 Gilberts Lane, Highworth, SN6 7FB
Email. David.lane@highworthtowncouncil.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
Disbursement cost	Photocopying @ 0.0046p per sheet (black & white)	Actual cost *
	Photocopying @ 0.0425p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		None charged

* the actual cost incurred by the public authority

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Signed..... *N Gardiner* Print Name **N GARDINER**.....
 Position in Highworth Town Council..... *Town Mayor*.....
 Date..... **28/6/17**.....
 To be reviewed..... **2019**.....