

Highworth Town Council **Freedom of Information Act Publication Scheme**

This Town Council is committed to make information available to the Public as part of its normal activities. The information covered is shown below, where we hold it.

Highworth Town Council will proactively publish the following information which is held by the Council.

Who we are and what we do

Organisation information, locations and contacts – these can be found on our website, provided over the telephone or emailed for free.

How we make decisions

Policy proposals and decisions. These are all published in our Minutes and available on the website or on request. The Minutes are also available at the Library.

Lists and Registers

A list of our Councillors can be found on our website, there is a link to the Swindon Borough Council website which host the Register of Interests submitted by our Councillors.

Other items available on request (by phone, email or in person)

Constitutional and legal governance .

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Policies and Procedures

The services we offer

We can provide a signpost to advice and guidance provided by Swindon Borough Council, we may be able to download certain booklets and leaflets provided on its website.

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.

The method by which information published under this scheme will be made available

Where it is within the capability of Highworth Town Council, information will be available on the website (www.highworthtowncouncil.gov.uk), if this is impractical or an individual does not wish to access the information by this means information can be provided on request by hard copy, email attachment or calling in to view.

In the exceptional instances when information is only available to view in person, please contact Mary Fenwick on (01793) 762377 and an appointment can be arranged, usually within a few days.

Information will be provided in the language in which it is held.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make information readily available at minimum inconvenience and cost to the public. Charges will not be made by the Council for routinely published material, charges of any other information 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 actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Translating

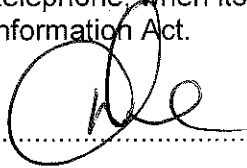
The costs directly incurred as a result of viewing information.

These will be assessed and discussed on an individual basis, however in most cases the information will be provided free of charge.

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 the provision of the information.

Written requests

Information held by Highworth Town Council that is not published under this scheme can be requested in writing or by telephone, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Signed..........Print Name.....DAVID LANE.....

Position in Highworth Town Council.....TOWN CLERK.....

Date.....23 MARCH 2019.....

To be reviewed.....2021.....

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		

Bye-laws	n/a	
Class 5 – Our policies and procedures	hard copy or email	free
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements</p>	hard copy	free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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>	hard copy	free
Records management policies (records retention, destruction and archive)	hard copy	free
Data protection policies	hard copy	free
Schedule of charges (for the publication of information)	hard copy	free
Class 6 – Lists and Registers	Attendance Register – inspection only Burial Register – Inspection only	free
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		

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

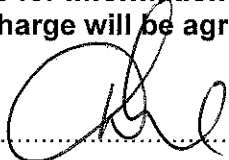
SCHEDULE OF CHARGES

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..........Print Name.....DAVID LANE.....

Position in Highworth Town Council.....Town Clerk.....

Date.....23-MARCH-2019.....

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