

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

This Town Council (HTC) 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 Highworth Town Council councillors can be found on HTC website, there is a link to the Swindon Borough Council website which hosts the Register of Interests submitted by HTC 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, (SBC), we may be able to download certain booklets and leaflets provided on SBC website.

Information will not generally include:

- The disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise Information 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 the Town Clerk 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 HTC 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.