

PUBLICATION SCHEME

<u>INFORMATION TO BE PUBLISHED</u>	<u>ELECTRONIC</u>	<u>HARD COPY</u>
	FREE	10P per A4 SHEET
CLASS 1		
The Council (organisational information, structures, location and contracts)		
Who is on the Council and it's Committees	Website	Hard Copy
Contact details for the Town Clerk and Council Members	Website	Hard Copy
Staffing Structure		Hard Copy
CLASS 2		
Finance (information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual Return Form and Report by Auditor	Website	Hard Copy
Finalised Budget	Website	Hard Copy
Precept	Website	Hard Copy
Standing Orders and Financial Regulations	Website	Hard Copy
Grants received and given		Hard Copy
List of current contracts awarded and value of contract		Hard Copy
Members' Allowances and Expenses		Hard Copy
CLASS 3		
Priorities and Forward Planning (strategies and plans, performance indicators, audits, inspections and reviews)		
Report to Parish or Community meeting (if applicable)	Website	Hard Copy
CLASS 4		
Council Decisions (decision making processes and records of decisions)		
Timetable of Meetings (Council any committee meetings and Parish meetings)	Website	Hard Copy
Agenda of Meetings (Council any committee meetings and Parish meetings)	Website	Hard Copy
Minutes of Meetings (Council any committee meetings and town meetings) - excluding information that is properly regarded as private to the meeting	Website	Hard Copy
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	Website	Hard Copy
Responses to Consultation Papers		Hard Copy
Responses to Planning Applications	WDDC Website	Hard Copy
Bye - Laws		Hard Copy
CLASS 5		
Policies and Procedures (current written protocols, policies and procedures for delivering services and responsibilities)		
Procedural Standing Orders	Website	Hard Copy
Committee and Sub-Committee Terms of Reference		Hard Copy
Delegated Authority in respect of Officers	Website	Hard Copy
Members Code of Conduct		Hard Copy
Policies and Procedures for handling requests for information	Website	Hard Copy

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Data Protection Policies		Hard Copy
Schedule of charges (for publication of information)	Website	Hard Copy
CLASS 6		
Lists and Registers (Currently maintained lists and registers only)		
Assets Register		Hard Copy
Disclosure Log (indicating the information that has been provided in response to requests recommended as good practice)		Hard Copy
Register of Members Interests	Website	Hard Copy
Register of Gifts and Hospitality		Hard Copy
CLASS 7		
Council Services (information including leaflets, guidance and newsletters produced for the public and for business)		
Parks, Playing Fields and Recreational Areas	Website	Hard Copy
Seating, Litter Bins	Website	Hard Copy
Agency Agreements		Hard Copy
Services for which the Council is entitled to cover a fee, together with those fees (eg Lists of Fees & Charges)	Website	Hard Copy

Schedule of Charges

(Charges are based on actual costs incurred by the Council taking into account all factors)

Photocopying per A4 sheet (monochrome)	10p
Photocopying per A3 sheet (monochrome)	20p
Photocopying per A4 sheet (colour)	15p
Photocopying per A3 sheets (colour)	25p

Postage costs will be at the standard cost of Royal Mail 2nd class post (or 1st class if requested)

Under the FOIA 2000, the Council retain the right to charge for answering a request if the costs exceed £450.

Appeals Procedure

The Information Commissioner's Office has the responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are lawfully applied. Cases may be referred to ICO if there has been excessive delay or if the application of a refusal made on public interest grounds is disputed. The ICO may then serve a decision notice on the Council. If the Council dispute the ICO decision, an appeal can be lodged to the Independent Information Tribunal, who may uphold or overturn the ICO decision.