

Calne Town Council

Freedom of Information Policy

*In accordance with the Freedom of Information Act 2000 and the
Environmental Information Regulations 2004*

1. Introduction

Calne Town Council welcomes the Freedom of Information Act 2000 and its purpose to promote greater openness by public authorities. The Town Council recognises that the Freedom of Information Act 2000 gives only limited availability to documents. Therefore, the Town Council will try wherever possible to provide access to information which is excluded from the Act, unless it is:

- a) covered by the Data Protection Act,
- b) concerns individual staff,
- c) would adversely affect the interest of the Calne tax payer (such as prejudice the Town Council's position in litigation or would enable contract tenderers to unfairly adjust their bids).

2. Freedom of Information Publication Scheme

This policy sets out:

- a) the information held by the Town Council
- b) the methods and formats by which information published under the scheme will be made available
- c) whether a charge will be made for the provision of information
- d) the contact for whom requests should be made

Information held by a public authority under this scheme can be requested in writing; by letter or email, or verbally (under the Environmental Information Regulations 2004) when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

3. Information to be published

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts. Current information only)</i></p>	
Councillor contact details and its Committees	Hard copy; website; noticeboards; newsletter
Membership details of committees, sub-committees, working groups, steering groups and Representatives on Outside Bodies	Hard copy; website
Town Council Office contact details and officer list	Hard copy; website; noticeboards
Location of Town Council Office and accessibility details	Town Council; website; noticeboards
Staffing structure	Website; hard copy
<p>Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year)</i></p> <p>Current and previous financial year as a minimum</p>	
Accounts for payment	Website; hard copy
Annual return form and report by auditor	Website; hard copy
Finalised budget	Website; hard copy
Precept	Website; hard copy
Borrowing approval letter	Hard copy
Financial Standing Orders and Regulations	Website; hard copy
Grants given and received	Hard copy

List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year)</i>	
5-year Business Plan	Website; hard copy
Annual Report to Annual Town Meeting	Website; hard copy
Class 4 – How we make decisions <i>(Decision making processes and records of decisions. Current and previous year)</i>	
Timetable of meetings (Council, committee/sub-committee, project steering group, working group, and annual town meetings)	Website; hard copy
Agendas of meetings (as above)	Website; hard copy
Minutes of meetings (as above) – excluding information of a confidential nature	Website; hard copy
Reports presented to council meetings - excluding information of a confidential nature	Website; Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Website; hard copy
Bylaws	Hard copy
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities only)</i>	
Council policies and procedures	Website; hard copy
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	
Any publicly available register or list	Hard copy
Assets Register	Hard copy

Register of members' interests (held at Wiltshire Council – linked from our website)	Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only)</i>	(hard copy or website; some information may only be available by inspection)
Allotments	Website; hard copy
Burial grounds and closed churchyards	Website; hard copy
Community centres and village halls	Website; hard copy
Parks, playing fields and recreational facilities	Website; hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Hard copy
Public conveniences	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard copy

4. Contact details:

Linda Roberts, Town Clerk, Calne Town Council, Bank House, The Strand, Calne, SN11 0EN
calne@calne.gov.uk
01249 814000

Members of the public wishing to inspect information are requested to contact the offices to ensure that the information requested is available.

5. 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 @ 10p per sheet (black & white)	Charge for materials, copy cost and staff time
	Photocopying @ 20p per sheet (colour)	Charge for materials, copy cost and staff time
	Postage	Actual cost of Royal Mail 2 nd class post

Revised July 2015

Amended September 2015

Adopted by Full Council – 28 September 2015