

# FREEDOM OF INFORMATION ACT

## Information available from Pershore Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	34, High Street, Pershore Opening times in notice board and website Disabled access	
Staffing structure	Hard Copy	Copying
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	(Hard copy and website)	
Annual return form and report by auditor	Website and hard copy	
Finalised budget	Website and hard copy	
Precept	Website and hard copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website and hard copy	
Grants given and received	Website and hard copy	
List of current contracts awarded and value of contract	Website and hard Copy	

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Members' allowances and expenses	Expenses only – published scheme – hard copy	Copying
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website and hard copy	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy	
Quality status	Achieved – certificate at Town Hall	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website and hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy	
Agendas of meetings (as above)	Website, hard copy at Town Hall and in notice board	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy at Town Hall	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	In minutes – website and hard copy	
Responses to planning applications	Planning minutes – website and hard copy	
Bye-laws	Hard copy	Copying

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website and hard copy</p>	
<p>Policies and procedures for the conduct of council business:          Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>Hard copy and website</p>	<p>Copying</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy</p> <p>Hard copy          Hard copy and website          Hard copy and website          Hard copy – vacancies on website          Hard copy and website          Hard copy and website</p>	<p>Copying</p>
<p>Information security policy</p>	<p>Hard copy</p>	<p>Copying</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>Copying</p>
<p>Data protection policies</p>	<p>Hard copy and website</p>	<p>Copying</p>
<p>Schedule of charges (for the publication of information)</p>	<p>On website and hard copy          (most free of charge)</p>	<p>Copying</p>

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Hard copy or website; some information may only be available by inspection and subject to GDPR</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Not applicable</p>	
<p><b>Assets Register</b></p>	<p>Hard copy</p>	<p>Copying</p>
<p>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)</p>	<p>Hard copy</p>	<p>Copying</p>
<p>Register of members' interests</p>	<p>At Wychavon District Council – link from PTC website</p>	
<p>Register of gifts and hospitality</p>	<p>At Wychavon District Council</p>	
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>Hard copy or website; some information may only be available by inspection</p>	
<p>Allotments</p>	<p>Website and hard copy, excluding tenant details</p>	
<p>Burial grounds and closed churchyards</p>	<p>Website and hard copy</p>	
<p>Community centres and village halls</p>	<p>Town Hall and Library - information on website and hard copy</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Website and hard copy</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy</p>	
<p>Bus shelters</p>	<p>Hard copy</p>	
<p>Markets</p>	<p>Not applicable</p>	
<p>Public conveniences</p>	<p>Not applicable</p>	
<p>Agency agreements</p>	<p>Not applicable</p>	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Website and hard copy</p>	

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## Contact details:

Mrs Charlie MacIntyre. Interim Town Clerk, Town Hall, 34, High Street, Pershore, WR10 1DS 01386 561561

[townclerk@pershore-tc.gov.uk](mailto:townclerk@pershore-tc.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 @ 5p per sheet (black & white)	Actual cost*
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority

Review Date: April 24