

Information available from Fairford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	<p>(hard copy &/or website)</p> <p>Website</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Opening Hours – 10-1 Mon-Fri The Community Centre, High Street, Fairford. GLOS. GL7 4AF. Disabled access via side door.</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website</p>	<p>Free</p>
		<p>Free</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy &/or website)</p> <p>Hard copy</p>	<p>10p sheet</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy</p>	<p>10p sheet</p>
<p>Finalised budget</p>	<p>Hard copy</p>	<p>10p sheet</p>
<p>Precept</p>	<p>Website (published minutes)</p>	
<p>Borrowing Approval letter</p>	<p>Hard copy</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Website</p>	
<p>Grants given and received</p>	<p>See Annual Report</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	

Members' allowances and expenses	Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy &/or website)	
Parish Plan (current and previous year as a minimum)	Hard copy (Horizon 2015)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy &/or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy (published minutes)	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website	
Current information only		
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	Website	

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy (see NALC & GAPTC)	
Information security policy	Hard copy (see NALC & GAPTC)	
Records management policies (records retention, destruction and archive)	Hard copy (see NALC & GAPTC)	
Data protection policies	Hard copy (see NALC & GAPTC)	
Schedule of charges)for the publication of information)	Hard copy (see NALC & GAPTC)	
Class 6 – Lists and Registers	Hard copy	
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)	Hard copy	
Assets Register	Hard copy	
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)	Hard copy	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
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)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Website	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating	Website	
Bus shelters	Website	
Markets	Website	
CCTV	Website	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with		

those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Fairford Town Council,
The Community Centre,
High Street,
Fairford,
GLOS. GL7 4AF**

Telephone: 01285 712344/713326
e-mail: clerks@fairford-tc.co.uk
website: www.fairfordtowncouncil.gov.uk

Office opening hours: 10am-1.00pm Monday to Friday

TOWN CLERK: Vanessa Lawrence

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) – A4
	Photocopying	15p per sheet (black & white) – A3
	Postage	Actual cost of Royal Mail standard 2 nd class

Updated February 2011