



Fairford Town Council



Fairford Town Council

**FREEDOM OF INFORMATION POLICY**

**Revised by the Procedures Committee.....21<sup>st</sup> February 2017**

**Approved by the Full Council.....14<sup>th</sup> March 2017**

As a local authority, Councils are subject to the Freedom of Information Act 2000, which is regulated by the Information Commissioners Office (ICO). The Town Council has two responsibilities under this Act, namely to publish and maintain an Information Publication Scheme, and to deal with requests for information from members of the public. The Information Publication Scheme must be approved and adopted by the Town Council annually. The Town which gives people the right to access information held by or on behalf of public authorities.

All requests for information should be made in writing to the Town Clerk at the Council office.

If a formal FOI request is made, then the Council has up to 20 days from the day after the date of the request to decide whether the law allows the requester to have the information.

All information will be provided free of charge, wherever possible. A small charge may be applied depending on the quantity of information required.

A list of charges for printing is published on the Information Publication Scheme, which is available on line and from the Council offices.

If the information which has been requested from the Council identifies other people, it cannot be disclosed.

The Information Publication Scheme below details information that is available to the public:

**This Policy will be reviewed by the Procedures Committee in 2018**

**Signed**            **Chairman.....**

**Signed**            **Clerk/RFO.....**

**Date**              **.....**

**INFORMATION AVAILABLE FROM FAIRFORD TOWN COUNCIL UNDER THE  
INFORMATION PUBLICATION SCHEME AS PART OF THE FOI REQUIREMENTS**

<p><b>Location of Main Office and accessibility details</b></p> <p><b>Class 1 - Who we are and what we do</b></p> <p>Current organisational information, structures, locations and contacts Who's who on the Council and its Committees Contact details for Councillors and members of staff Committee structure</p>	<p>The Community Centre, High Street, Fairford, GLOS. GL7 4AF. Opening Hours 10.00am- 1.00pm Mon- Fri. Disabled Access via side door</p> <p>From Council offices (hard copy) or from website</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p><b>Class 2 - What we spend and how we spend it</b></p> <p>Financial information relating to income and expenditure, Financial Audit</p> <p>Annual Return and report from Auditor</p> <p>Finalised Budget</p> <p>Details of Precept</p> <p>Financial Regulations</p> <p>Grants given and received</p>	<p>From Council offices (hard copy) or from website</p> <p>Hard copy from office</p> <p>Hard copy from office</p> <p>Hard copy from office</p> <p>Website (published minutes)</p> <p>Website</p> <p>Details in Annual Report from Council Office (hard copy) or website</p>	<p>disbursement costs (see below)</p> <p>disbursement costs (see below)</p> <p>disbursement costs (see below)</p> <p>Free</p> <p>Free</p> <p>Free</p>

<p><b>Class 3 -What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections &amp; reviews</p> <p>Community Plan/Neighbourhood Plan</p> <p>Annual Report to Town Meeting</p>	<p>Hard copy/website(when available)</p> <p>Hard copy/website(when available)</p> <p>Hard, website</p>	<p>disbursement costs/Free</p> <p>disbursement costs/Free</p> <p>disbursement costs/Free</p>
<p><b>Class 4 - How we make decisions</b></p> <p>Timetable of meetings of Council, any Committee/sub-committee meetings and Town meetings</p> <p>Agendas of meetings</p> <p>Minutes of meetings - N.B This will exclude information that is regarded as private to the meeting</p> <p>Responses to consultation papers and planning applications, available from Cotswold District Council</p>	<p>Website/Council Office(hard copy)</p> <p>Website/Council Office(hard copy)</p> <p>Website/Council Office(hard copy)</p> <p>CDC office (hard copy)/website</p>	<p>disbursement costs/free</p> <p>free</p> <p>free</p> <p>CDC</p>
<p><b>Class 5 - Our policies and procedures</b></p> <p>Current written polices and procedural documentation</p>	<p>Website/Council Office(hard copy)</p>	<p>disbursement costs/free</p>
<p><b>Class 6 - Lists &amp; Registers</b></p> <p>Full Electoral Register available from Cotswold District Council</p> <p>Register of Members Interests</p> <p>Register of Gifts and hospitality</p>	<p>Hard copy</p> <p>Council office(hard copy)/website</p> <p>Council office</p>	<p>CDC</p> <p>disbursement costs/free</p> <p>disbursement costs</p>

<p><b>Class 7 - The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>A summary of services for which the Council is entitled to recover a fee, together with those fees</p>	<p>Council office. Newsletters delivered to each household, copies available from Council office.</p> <p>Welcome Pack available from Council office</p> <p>Burial/Cremation/Memorial Fees</p>	<p>Free</p> <p>Free</p>
<p><b>DISBURSEMENT COSTS</b></p>		
<p><b>DESCRIPTION</b></p>	<p><b>BASIS OF CHARGE</b></p>	
<p>Photocopying</p>	<p>Black &amp; White - 10p per single sided sheet A4, 15p per single sided sheet A3.</p> <p>Colour -20p per single sided sheet A4, 25p per single sided sheet A3.</p>	
<p>Laminating</p>	<p>A4 - £1.00</p> <p>A3 - £1.50</p>	
<p>Postage</p>	<p>Actual cost of Royal Mail standard 2<sup>nd</sup> class</p>	
<p><b>Contact details: Fairford Town Council, The Community Centre, High Street, Fairford. GLOS. GL7 4AF</b></p> <p><b>Telephone: 01285 713326/712344</b></p> <p><b>E-mail: clerks@fairford-tc.co.uk</b></p> <p><b>Website: www.fairfordtowncouncil.gov.uk</b></p> <p><b>TOWN CLERK: Vanessa Lawrence</b></p>		

| DEPUTY TOWN CLERK: Roz Capps

|