

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

**Approved - March 2017**

<p><b>Location of Main Office and accessibility details</b></p> <p><b>Class 1 - Who we are and what we do</b> 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> Financial information relating to income and expenditure, Financial Audit  Annual Return and report from Auditor  Finalised Budget  Details of Precept Financial Regulations  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>  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>  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 Council office(hard copy)/website</p> <p>Council office</p>	<p>CDC 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 seVICES 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. 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>	

Laminating	A4 - £1.00 A3 - £1.50	
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	
<b>Contact details: Fairford Town Council, The Community Centre, High Street, Fairford. GLOS. GL7 4AF</b>  <b>Telephone: 01285 713326/712344</b> <b>E-mail: <a href="mailto:clerks@fairford-tc.co.uk">clerks@fairford-tc.co.uk</a></b> <b>Website: <a href="http://www.fairfordtowncouncil.gov.uk">www.fairfordtowncouncil.gov.uk</a></b>  <b>TOWN CLERK: Vanessa Lawrence</b> <b>DEPUTY TOWN CLERK: Roz Capps</b>		

Signed.....Chairman