

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

| Information to be published                                                                                                                                                | How the information can be obtained               | Cost  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------|
| <b>Class 1 - Who we are and what we do</b><br>Organisational information, locations and contracts, constitutional and legal governance.                                    |                                                   |       |
|                                                                                                                                                                            |                                                   |       |
| Who's who on the Council and its Committees                                                                                                                                | Website/noticeboards/hard copy                    | Free* |
| Contact details for Town Clerk and Council Members                                                                                                                         | Website/noticeboards/hard copy                    | Free* |
| Location of main Council office and accessibility details                                                                                                                  | Website/hard copy                                 | Free* |
| Staffing Structure                                                                                                                                                         | Website/hard copy                                 | Free* |
|                                                                                                                                                                            |                                                   |       |
| <b>Class 2 - What we spend and how we spend it</b><br>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. |                                                   |       |
|                                                                                                                                                                            |                                                   |       |
| Annual Statement of Accounts and report by auditor                                                                                                                         | Website/Town Hall by appointment                  | Free* |
| Finalised budget                                                                                                                                                           | Website/hard copy/Annual Report/Annual Newsletter | Free* |
| Precept                                                                                                                                                                    | Website/Annual Report/ Annual Newsletter          | Free* |
| Borrowing Approval letter                                                                                                                                                  | Website                                           | Free* |
| Financial Standing Orders and Regulations                                                                                                                                  | Website/Town Hall by appointment                  | Free* |
| Grants given and received                                                                                                                                                  | Website/hard copy                                 | Free* |
| List of current contracts awarded and value of contract                                                                                                                    | Website/Town Hall by appointment                  | Free* |
| Members' allowances and expenses                                                                                                                                           | Not applicable                                    |       |

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| <b>Class 3 - What are priorities are and how we are doing</b><br>Strategy and performance information, plans, assessments, inspections and reviews   |                                                        |       |
|                                                                                                                                                      |                                                        |       |
| Strategic/Committee Plans Plan                                                                                                                       | Website/hard copy                                      | Free* |
| Annual Report to Town Meeting                                                                                                                        | Website/hard copy                                      | Free* |
| Committee reports to Annual Town Meeting                                                                                                             | Website/hard copy                                      | Free* |
|                                                                                                                                                      |                                                        |       |
| <b>Class 4 - How we make decisions</b><br>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations |                                                        |       |
|                                                                                                                                                      |                                                        |       |
| Timetable of meetings                                                                                                                                | Website/Noticeboard/hard copy                          | Free* |
| Agenda of meetings                                                                                                                                   | Website/Noticeboard/hard copy                          | Free* |
| Minutes of meetings - NB this will exclude information that is properly regarded as confidential to the meeting.                                     | Website/hard copy                                      | Free* |
| Reports presented to council meetings and committees - NB this will exclude information that is properly regarded as confidential to the meeting     | Website/hard copy                                      | Free* |
| Responses to consultation papers                                                                                                                     | Website/hard copy                                      | Free* |
| Responses to planning applications                                                                                                                   | Website/hard copy                                      | Free* |
| Byelaws                                                                                                                                              | These can be inspected at the Town Hall by appointment |       |

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| <b>Class 5 - Our policies and procedures</b>                                                                                                                                                                                                                          |                   |       |
| Current written protocols for delivering our functions and responsibilities                                                                                                                                                                                           |                   |       |
|                                                                                                                                                                                                                                                                       |                   |       |
| Policies and procedures for the conduct of council business:                                                                                                                                                                                                          |                   |       |
| Procedural standing orders                                                                                                                                                                                                                                            | Website/hard copy | Free* |
| Committee and sub-committee terms of reference                                                                                                                                                                                                                        | Website/hard copy | Free* |
| Delegated authority in respect of officers                                                                                                                                                                                                                            | Website/hard copy | Free* |
| Code of Conduct                                                                                                                                                                                                                                                       | Website/hard copy | Free* |
| Policy statements                                                                                                                                                                                                                                                     | Website/hard copy | Free* |
|                                                                                                                                                                                                                                                                       |                   |       |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies) | Website/hard copy | Free* |
| Policies and procedures for handling requests for information                                                                                                                                                                                                         | Website/hard copy | Free* |
| Complaints procedures (including those covering requests for information and operating the publication scheme)                                                                                                                                                        | Website/hard copy | Free* |
| Information security policy                                                                                                                                                                                                                                           | Website/hard copy | Free* |
| Records management policies                                                                                                                                                                                                                                           | Website/hard copy | Free* |
| Data protection policies                                                                                                                                                                                                                                              | Website/hard copy | Free* |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                              | Website/hard copy | Free* |

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| <b>Class 6 - Lists and Registers</b><br>Information held in registers required by law and other lists and registers relating to the functions of the authority. |                                                                             |       |
| Any publicly available register or list                                                                                                                         | Website/hard copy/Town Hall by appointment                                  | Free* |
| Assets Register                                                                                                                                                 | Website/hard copy                                                           | Free* |
| Disclosure log                                                                                                                                                  | These can be inspected at the Town Hall by appointment                      |       |
| Register of members' interests                                                                                                                                  | Website/hard copy                                                           | Free* |
| Register of gifts and hospitality                                                                                                                               | Website/hard copy                                                           | Free* |
|                                                                                                                                                                 |                                                                             |       |
| <b>Class 7 - The services we offer</b><br>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.   |                                                                             |       |
| Allotments                                                                                                                                                      | Town Hall by appointment only                                               |       |
| Burial grounds and closed churchyards                                                                                                                           | Website/Town Hall by appointment only                                       |       |
| Community centres and village halls                                                                                                                             | Website/Town Hall by appointment only                                       |       |
| Parks, playing field and recreational facilities                                                                                                                | Website/Town Hall by appointment only                                       |       |
| Seating, litter bins, clocks, memorials and lighting                                                                                                            | Website/Town Hall by appointment only                                       |       |
| Bus shelters                                                                                                                                                    | Website/Town Hall by appointment only                                       |       |
| A summary of services for which the council is entitled to recover a fee, together with those fees                                                              | Website/hard copy                                                           | Free* |
| Newspapers & publications                                                                                                                                       | Website/hard copy                                                           | Free* |
| <b>Additional Information</b>                                                                                                                                   | As determined by the Council to be available on the website or by hard copy | Free* |

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or it is difficult to access for similar reasons.

**Contact details:**

Town Clerk, Witney Town Council, Town Hall, Market Square, Witney OX28 6AG

Telephone : 01993 704379

**Schedule of Charges**

\* One copy of any document will be supplied free of charge to any Witney resident for collection from the Town Council Offices.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 20p per sheet black & white, and 40p per sheet colour and the actual cost of Royal Mail 2nd class postage if applicable.