

The Freedom of Information Act 2000

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

At the Town Council meeting on 5 February 2009 members approved the new scheme. This is in accordance with the template of information that the Information Commissioner expects a local council to hold and make available within each class. The table below shows what is available and how the specific information can be obtained

Information available from Bude-Stratton Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	hard copy & website	
Contact details for Town Clerk and Council members	hard copy & website	
Location of main Council office and accessibility details	hard copy & website	
Staffing structure	hard copy & website	
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	hard copy	
Finalised budget	hard copy & website	
Precept	hard copy & website	
Borrowing Approval letter	hard copy	

Financial Standing Orders and Regulations	hard copy & website	
Grants given and received	hard copy	
List of current contracts awarded and value of contract	hard copy	
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)		
Parish Plan	hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy	
Quality status	not yet obtained	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, committee/sub-committee meetings and town meetings)	hard copy & website	
Agendas of meetings (as above)	hard copy & website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy & website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy & website	
Responses to consultation papers	hard copy & website	
Responses to planning applications	hard copy & website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

Policies and procedures for the conduct of council business:		
Procedural standing orders	hard copy & website	
Committee and sub-committee terms of reference	hard copy & website	
Financial Regulations	hard copy & website	
Code of Conduct	hard copy & website	
Policy statements	hard copy & website	
Policies and procedures for the provision of services and about the employment of staff including:		
Equal Opportunities Policy	hard copy & website	
Health and Safety Policy	hard copy & website	
Disciplinary & Grievance Procedures	hard copy & website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	some information may only be available by inspection	
Burial Records	by appointment	
Assets Register	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)	some information may only be available by inspection	
Current information only		
Burial grounds and closed churchyards	hard copy & website	
Community centres	hard copy & website	
Parks and recreational facilities	hard copy	
Seating, litter bins, memorials and lighting	hard copy	
Bus shelters	hard copy	
Agency agreements	hard copy	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Town Clerk, Bude-Stratton Town Council, Parkhouse Centre, Bude EX23 8LD

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)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority