

Freedom of Information Act Model Publication Scheme

Guide to Information available from Glastonbury Town Council

Information to be published	How the information can be obtained	Cost See Schedule of charges
<p>Class 1 - 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>	Website	
Who's who on the Council and its Committees	Hard Copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hardcopy	
Location of main Council office and accessibility details	Website	
Staffing structure	Hard Copy	
<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>	Hard Copy	
Annual return form and report by auditor	Hard Copy	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy	
Grants given and received	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)	
Town Plan	Website	
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, any committee/sub-committee meetings and parish meetings)	Hard Copy	
Agendas of meetings (as above)	Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Reports presented to council meetings - nb 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	
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 Code of Conduct Policy statements	Hard Copy Hard Copy Hard Copy	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy</p>	
Records management policies (records retention, destruction and archive)	Hard Copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
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	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Hard copy	
Burial grounds and closed churchyards	Hard copy	
Agency agreements (CCTV)	Hard copy	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)			Hard copy	
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE		
Disbursement cost	Photocopying @ 10p per sheet	Actual cost to the Town Council		
	Postage	Actual cost of Royal Mail standard 2 nd class		
Town Hall hire charges			Hard copy or website	

CONTACT DETAILS:

Mrs Jane Czornij, Town Clerk, Glastonbury Town Council, Town Hall, Magdalene Street, Glastonbury, BA6 9EL
 Tel. no. 01458 831769, email. office@glastonbury.gov.uk

SCHEDULE OF CHARGES