

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



**INFORMATION AVAILABLE FROM FARINGDON TOWN COUNCIL**  
(using the model publication scheme prepared and approved by the  
Information Commissioner)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only.		
Who's who on the Council and its Committees	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Noticeboards Hard copy – Town Clerk's office	Free
Contact details for Parish Clerk and Council members	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Noticeboards Hard copy -Town Clerk's Office	Free
Location of main Council office and accessibility details	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Noticeboards Hard copy - Town Clerk's Office	
Staffing structure	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy -Town Clerk's Office	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	£1 per set
Finalised budget/Precept	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	£1 per set
Borrowing Approval letter	Hard copy - Town Clerk's Office	Free
Financial Standing Orders and Regulations	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	£1 per set
Grants given and received	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free

List of current contracts awarded and value of contract	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Members' allowances and expenses	Hard copy - Town Clerk's Office	Free
<b>Class 3 – What our priorities are and how we are doing</b> <i>(strategies, plans, performance indicators, audits, inspections and reviews)</i>		
Annual Report to Parish or Community Meeting (current and previous year)	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Faringdon Neighbourhood Plan	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	£20
General Power of Competence	Hard copy of guide – Town Clerk's Office	Free
<b>Class 4 – How we make decisions</b> <i>Decision making processes and records of decisions for current and previous financial year.</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Noticeboards Hard copy - Town Clerk's Office	Free
Agendas of meetings	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Noticeboards Hard copy - Town Clerk's Office	Free
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Reports presented to council meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Where available electronically: <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office  Meetings for 5 years previous to above: Hard Copy – Town Clerk's Office Or Oxfordshire History Centre Tel: 01865 398200	Free  Free
Responses to consultation papers	Where available electronically - <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Responses to planning applications	Available as part of Planning & Highways Committee Minutes <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Bye-laws	Not available electronically.	

	Hard copy - Town Clerk's Office	Free
<b>Class 5 – Our policies and procedures</b> (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a>  Hard copy - Town Clerk's Office	Free
Data protection policy	Draft Policy to be approved by Town Council	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets register	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Register of members' interests	For inspection only - Town Clerk's Office,	
Register of gifts and hospitality	For inspection only - Town Clerk's Office,	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Where available electronically	

	<a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Closed churchyards	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Venues	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Noticeboards Hard copy - Town Clerk's Office	Free
Parks, playing fields and recreational facilities	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Seating, litter bins, memorial and lighting	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Bus shelters	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
Agency agreements	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
<b>A summary of services for which the council is entitled to recover a fee, together with those fees</b>	Where available electronically <a href="http://www.faringdowntowncouncil.gov.uk">www.faringdowntowncouncil.gov.uk</a> Hard copy - Town Clerk's Office	Free
<b>Additional Information</b>	To be made available as and when decided by town council.	

#### **CONTACT DETAILS:**

Town Clerk's Office  
Faringdon Town Council  
The Pump House, Market Place, Faringdon SN7 7HL  
Tel: 01367 240281

#### **SCHEDULE OF CHARGES**

In general, a charge will only be made for copies of documents which are more than 10 pages in length; other copies will be provided free of charge.

Photocopying 20p per sheet (black & white); Photocopying 35p per sheet (colour);  
Postage – Actual cost of 2<sup>nd</sup> class post