

FARINGDON TOWN COUNCIL

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

Telephone 01367 240281

office@faringdowntowncouncil.gov.uk

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)

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) Current information only.		
Who's who on the Council and its Committees	www.faringdowntowncouncil.gov.uk Noticeboards Hard copy – Town Clerk's office	Free
Contact details for Parish Clerk and Council members	www.faringdowntowncouncil.gov.uk Noticeboards Hard copy - Town Clerk's Office	Free
Location of main Council office and accessibility details	www.faringdowntowncouncil.gov.uk Noticeboards Hard copy - Town Clerk's Office	
Staffing structure	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
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		
Annual return form and report by auditor	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	£1 per set
Finalised budget/Precept	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	£1 per set
Borrowing Approval letter	Hard copy - Town Clerk's Office	Free
Financial Standing Orders and Regulations	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	£1 per set
Grants given and received	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
List of current contracts awarded and value of contract	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Members' allowances and expenses	Hard copy - Town Clerk's Office	Free

Class 3 – What our priorities are and how we are doing <i>(strategies, plans, performance indicators, audits, inspections and reviews)</i>		
Annual Report to Parish or Community Meeting (current and previous year)	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Faringdon Neighbourhood Plan	www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	£20
General Power of Competence	Hard copy of guide – Town Clerk's Office	Free
Class 4 – How we make decisions <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)	www.faringdowntowncouncil.gov.uk Noticeboards Hard copy - Town Clerk's Office	Free
Agendas of meetings	www.faringdowntowncouncil.gov.uk 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.	www.faringdowntowncouncil.gov.uk 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: www.faringdowntowncouncil.gov.uk 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 - www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Responses to planning applications	Available as part of Planning & Highways Committee Minutes www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Bye-laws	Not available electronically. Hard copy - Town Clerk's Office	Free
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i>		
Policies and procedures for the conduct of	Where available electronically	

council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	www.faringdowntowncouncil.gov.uk 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"> • 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) 	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Data protection policy	Draft Policy to be approved by Town Council	
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Assets register	Where available electronically www.faringdowntowncouncil.gov.uk 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,	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Outside organisation – Allotment society. www.faringdowntowncouncil.gov.uk	Free
Closed churchyards	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Venues	Where available electronically www.faringdowntowncouncil.gov.uk Noticeboards Hard copy - Town Clerk's Office	Free
Parks, playing fields and recreational facilities	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free

Seating, litter bins, memorial and lighting	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Bus shelters	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Agency agreements	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
A summary of services for which the council is entitled to recover a fee, together with those fees	Where available electronically www.faringdowntowncouncil.gov.uk Hard copy - Town Clerk's Office	Free
Additional Information	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 2nd class post