

WILTON TOWN COUNCIL
FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME
 Reviewed 17/7/2019



Information available from Wilton Town Council under the Information Commissioner's model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) - 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	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<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) - Current and previous financial year as a minimum</p>	Website	Free
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy on request	10p per sheet
Members' allowances and expenses	Hard copy on request	10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Not extant	Free
Local charters drawn up in accordance with DCLG guidelines	Not extant	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) - Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	By email upon request	free
Bye-laws	Hard copy	10p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	Website	Free
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	Website	Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	Website or hard copy	Free or 10p per sheet for hard copies
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges for the publication of information)	Website	Free

Class 6 – Lists and Registers Currently maintained lists and registers only	Website	Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
Assets Register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy	10p per sheet
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	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating	Website	Free
Bus shelters	Website	Free
Agency agreements	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information		
Schedule of fees and charges	Website	Free
Terms and conditions of hire of facilities	Website	Free
Neighbourhood plan documents	Website	Free

Contact details:

The following information can be obtained by contacting the Town Clerk, Wilton Town Council, The Council Offices, Kingsbury Square, Wilton, SP2 0BA – admin@wiltontowncouncil.gov.uk

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 @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority