



## Thatcham Town Council

### Freedom of Information Act 2000 – Publication Scheme

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, which has been approved by the Information Commission, and to publish information in accordance with the scheme. At Thatcham Town Council's meeting on 24<sup>th</sup> November 2008 Members approved the new scheme to apply from 1<sup>st</sup> January 2009. This is in accordance with a model scheme which the Information Commission expects a Local Council to hold and make available within each class. The table shows how the specific information can be obtained and the charging policy.

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website / Hard copy
Contact details for Parish Clerk and Council members	Website / Hard copy
Location of main Council office and accessibility details	Website / Hard copy
Staffing structure	Website / Hard copy

<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)	
Annual return form and report by auditor	Website/Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard copy
Grants given and received	Website/Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan – "Thatcham Vision"	Website
Annual Report	Website / Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hard copy
Agendas of meetings (as above)	Website / Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web-site / Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Website / Hard copy
Bye-laws	Website/Hard copy

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
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	Hard copy Website/Hard copy Hard copy Website/Hard copy Website/Hard copy
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	Hard copy Hard copy Hard copy Hard copy Hard copy Hard copy
Information security policy	N/A
Records management policies (records retention, destruction and archive)	N/A
Data protection policies	N/A
Schedule of charges (for the publication of information)	Website / Hard copy

<b>Class 6 – Lists and Registers</b>	
Any publicly available register or list	Hard copy
Assets Register	Hard copy
Disclosure log	Hard copy
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy

<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)	
Allotments	Web-site / Hard copy
Burial grounds and closed churchyards	Web-site / Hard copy
Community centres and community halls	Web-site / Hard copy
Parks, playing fields and recreational facilities	Web-site / Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Web-site / Hard copy
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web-site / Hard copy
<b>Additional Information</b>	Request to Town Clerk

**Contact:**

Elaine Hare  
Town Clerk  
Thatcham Town Council  
Council Offices  
Brownsfield Road  
Thatcham  
RG18 3HF  
Tel: 01635 863592  
Fax: 01635 863843  
e-mail: [enquiries@thatchamtowncouncil.gov.uk](mailto:enquiries@thatchamtowncouncil.gov.uk)  
website: [www.thatchamtowncouncil.gov.uk](http://www.thatchamtowncouncil.gov.uk)

**Charging Policy:**

Information can be inspected by appointment at the Council Offices free of charge

The Council staff can copy information that can be copied without breaching copyright laws, at 10p per A4 sheet.

A detailed search of records (for example the Burials Register) is subject to a charge of £10.00 per search.

