



FREEDOM OF INFORMATION PUBLICATION SCHEME FOR CRICKLADE TOWN COUNCIL

1. General Information

Authority: Cricklade Town Council
Ockwells
113 High Street
Cricklade
SN6 6AE

Telephone: 01793 751394

Responsible Officer: Town Clerk

Council Offices are open from 9am – 12.30pm and 1.30pm – 4pm, Monday to Friday.

2. Information to be published

3. Method of Publication

Council practice and procedures

Council Agendas and Minutes	Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's web site. Copies can also be inspected in the Council Offices (by appointment) and the library.
Committee Agendas and Minutes: Full Town Council Policy & Resources Committee Community & Leisure Committee Planning, Conservation and Transport Committee	Agendas and Minutes are posted on the web site and copies are placed in the town library. Originals can be inspected in the Council Offices by appointment.
Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests Report to Annual Town Meeting	These can be inspected at the Council Offices by appointment

Financial

The Annual Precept Figure	Published in the Council Tax leaflet
Annual Budgets in Summary Form	Published monthly in Council Minutes
Expenditure against Budget in Summary Form	Published monthly in Council Minutes
Annual Accounts and supporting information Financial Regulations Risk Assessment VAT Return Schedule of Assets	Can be inspected at the Council Offices by appointment

Planning

Summary lists of planning applications	Displayed on Town Council Notice boards
Individual planning applications & responses	Can be inspected in the Council Offices by appointment
The adopted and draft Local Plan	Can be inspected in the Council Offices by appointment

Health and Safety

Playground inspection records Skatepark inspection records	Can be inspected in the Council Offices by appointment
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Archive Material

Byelaws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc	Can be inspected in the Council Offices by appointment
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Periodic Electoral Review

Documents on last Electoral Review Documents on the last Boundary change*	Can be inspected in the Council Offices by appointment
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Employment

Terms and conditions of employment Job descriptions	Can be inspected in the Council Offices by appointment
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Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Items on agendas that are taken 'In Committee' until such time the items have been disclosed to the public.

Tape recordings and Notes of Working Party meetings.

Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. The Services We Offer

Advice and guidance booklets and leaflets, transactions and media releases. A description of the services offered are published in the Council Tax Leaflet.

5. Charging Policy

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

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 5p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of [£10] per search or at the Town clerk's discretion.

6. Review of Policy

This Policy was approved by Cricklade Town Council at its meeting on 8 December 2008, Minute 08.072 and will be reviewed bi-annually.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Town Council Office to ensure that the information they require is still available.