



## STOW ON THE WOLD TOWN COUNCIL

### INFORMATION AVAILABLE UNDER PUBLICATION SCHEME

**Note:** All costs are detailed in the Schedule of Charges below.

Information to be published	How the information can be obtained
<b>Class 1 - 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 Town Clerk and Council members	Website/Hard copy
Location of council office and accessibility details	Website
Staffing structure	Website
<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 internal and external auditor	Website/Hard copy
Finalised budget	Website/Hard copy
Precept	Website/Hard copy
Borrowing approval letters	Hard copy
Standing Orders and Financial Regulations	Website/Hard copy
Grants given and received	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)	
Action Plan	Website/Hard copy
Annual Report to Annual Town Meeting	Hard copy
Quality status	Work in progress
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings	Website calendar
Agendas of meetings	Noticeboard/Website/Hard copy
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy Full Council meeting minutes are also on the noticeboard & a copy in the Library

Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy CDC Planning Portal
Bye laws	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: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub committee terms of reference</li> <li>• Code of conduct</li> <li>• Risk management policy</li> <li>• Media policies</li> <li>• Community engagement policy</li> <li>• Training &amp; development policy (for staff and members)</li> <li>• Grant awarding policy</li> <li>• Complaints procedure</li> </ul>	<b>ALL</b> available as hard copies and/or website
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equal opportunities 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>• Lone working policy</li> <li>• Various policies and advice notes for employees such as time off for dependants, maternity/paternity leave and pay, adoption leave, flexible working, dignity at work etc</li> <li>• Grievance procedures</li> </ul>	<b>ALL</b> available as hard copies and/or website
Information security policy	Work in progress
Records management policies (records retention, destruction and archive)	Website/Hard copy
Data protection policies	Website/Hard copy
Schedule of charges (for the publication of information)	See below
<b>Class 6 – Lists and Registers</b>	
Any publicly available register or list	Hard copy
Assets register	Hard copy
Disclosure log	Contact the office
Register of members' interests	Website/Hard copy CDC website
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	Contact office
Burial grounds  Cemetery Rules & Regulations Interment application form Exclusive Right of Burial form Erection of memorial or tablet form	Contact office to view burial register and by appointment only. Website/Hard Copy Website/Hard Copy forms Website/Hard Copy

Additional inscription	Website/Hard Copy Website/Hard Copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Title deeds for all land and property owned are available for inspection by appointment. Hard copy may be made.
Seating, litter bins, benches & memorials etc	All property owned is listed in the Asset Register.
Bus shelters	N/A
Public conveniences	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees <ul style="list-style-type: none"> <li>• Allotments</li> <li>• Burials</li> <li>• Gypsy Fair Parking on King George's playing field (May &amp; October)</li> <li>• Farmer's market</li> <li>• Fun fair in the Square</li> </ul>	Contact office Website/Hard copy Contact office  Contact office Contact office
<b>Additional Information</b>	
None.	

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF COST
<b>Disbursement cost</b>	10 p per sheet B&W sheet 20 p per sheet for colour sheet	Actual cost.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory fee</b>		In accordance with Freedom of Information Act 2000.

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**Office is open to the public on Tuesday, Wednesday & Thursday from 10.00 am to 1.00 pm and all other times by appointment only.**