

ILMINSTER TOWN COUNCIL



FREEDOM OF INFORMATION ACT 2000

The Town Council, in common with other public bodies, makes information on its activities available to the public under the terms of the Freedom of information Act 2000.

In summary, requests for information need to be made in writing and the Council has a period of 20 working days to respond. Those terms continue to apply in general.

In order to simplify the process, the Information Commissioner has now approved a Model Publication Scheme which commits an authority to make more routine information available to the public as part of normal business activities. Outlined below is a list of such information identified in the Model Publication Scheme which Ilminster Town Council has available routinely and can provide access to upon request.

In practice, other additional information may be equally accessible although technically it falls under the main terms of the Freedom of Information Act.

The Town Clerk would be pleased to assist any member of the public seeking information from the Town Council and to advise on how this can best be achieved.

Contact details, times of opening and scale of charges are included below.

Contact:	Miss Joy Norris – Town Clerk
Address:	Ilminster Town Council Council Offices North Street Ilminster TA19 0DG
Telephone:	01460 52149
Fax:	01460 55642
e-mail:	town.council@ilminster.gov.uk
Opening Times:	10 am to 12 pm Monday to Friday (or by appointment)
Website	www.ilminster.gov.uk

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 5p per sheet (black and white)	Actual Cost
	Photocopying @ 10p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation
Other	Burial Search Fee	£29 Parishioners
		£58 Non Parishioners

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Publication Scheme Approved By the Town Council 19 August 2014, Reviewed and amended 19 September 2017

INFORMATION HELD	How the information can be obtained
<u>Class 1 - Who we are and what we do</u> – current information only <i>(Organisational information, structures, locations and contacts)</i>	
Who's Who on the Council and its Committees	Town Council Website / Hard copy
Contact details for Parish Clerk and Council members (named contacts, telephone numbers and email addresses)	Town Council website / Hard copy
Location of Council office and accessibility	Town Council website / Hard copy
Staffing structure	Hard copy
<u>Class 2 – What we spend and how we spend it</u> – current and previous financial year. <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Town Council 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
<u>Class 3 – What our priorities are and how we are doing</u> Current and previous year <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Annual Report to Parish or Community Meeting (current and previous year)	Hard copy
Ilminster Town Council's Strategic Plan	Town Council Website / Hard copy
<u>Class 4 – How we make decisions</u> – current and previous council year <i>(Decision making processes and records of decisions)</i>	
Timetable of meetings	Town Council Website / Hard copy
Agendas of meetings	Town Council Website / Hard copy

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Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Town Council Website / Hard copy
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting	Town Council Website / Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications <i>NB: these are usually found in the documents relating to the Planning, Highways and Transport Committee</i>	Town Council Website / Hard copy Hard copy
Bye-laws	Town Council Website / Hard copy
<u>Class 5 – Our policies and procedures</u> – current information only (<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>)	
<u>Policies and procedures for the conduct of Council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Town Council Website / Hard copy
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Internal instructions relating to the delivery of services Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures	Hard copy Hard copy Town Council website / hard copy Town Council website / hard copy Town Council website / hard copy
Records management policies	Hard copy
Schedule of charges	Town Council website / hard copy
<u>Class 6 – Lists and Registers</u> - currently maintained lists and registers only	
Assets Register	Hard copy
Disclosure log	Town Council website / hard copy
Register of members' interests	Held by South Somerset District Council
Register of gifts and hospitality	Hard copy
<u>Class 7 – The services we offer</u> – current information only	

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<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
Burial grounds and memorials (including fees)	Town Council website / hard copy
Closed churchyards	Hard copy
Fees	Hard copy
Market	Town Council website / hard copy