
FREEDOM OF INFORMATION POLICY

WARE TOWN
COUNCIL



What's in the Policy:

This policy shows you in sections – where you can find information you request, for e.g. you can view our Agenda of Meetings on the Town Council Website.

For more information please contact:

info@waretowncouncil.gov.uk

Telephone: 01920 460316

Adopted
4th July 2011

Review
January 2021

FREEDOM OF INFORMATION POLICY

WARE TOWN COUNCIL

Information published	How the information can be obtained	Hard Copy Cost
Class 1 -Who we are and what we do		
Who's who on the Council and its Committees	Website	
Contact details for Town Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
Class 2 -What we spend and how we spend it.		
Annual Return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval Letter	Main Office	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts and value of contract	Main/Clerk's Office	
Members' allowances and expenses	Clerk's Office	
Class 3 -What our priorities are and how we are doing		
		where available 10p per A4 page plus postage and packing

Annual Report to Town Meeting	Website	
Class 4 -How we make decisions		
Timetable of meetings	Clerk's Office	
Agenda of Meetings	Website/Noticeboard	
Minutes of meetings	Website	
Reports presented to council meetings	Clerk's Office	
Responses to Consultation papers	Clerk's Office	
Responses to Planning applications	Website/Clerk's Office	
Bye-laws	Clerk's Office	
Class 5 -Our policies and procedures		
Council business:		
Procedural Standing Orders	Website	
Committee and sub-committee terms of reference	Website	
Delegated authority in respect of officers	Website	
Code of Conduct	Website	
Policy Statements	General Office	
Employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	General Office	
Health and safety policy	General Office	
Recruitment policy	General Office	
Policy and procedures for handling requests for information	General Office	
Complaints procedure	Website	
Records management policy	General Office	
Data protection policy	General Office	
Schedule of charges for information	Website	where available 10p per A4 page plus postage and packing where applicable

Class 6 -Lists and Registers		
Assets Register	General Office	
Disclosure Log	General Office	
Register of members' interests	Clerk's Office	
Register of gifts and hospitality	Clerk's Office	
Class 7 -The Services we offer		
Allotments	Website/General Office	
Burial grounds and closed churchyards	Website/general office	
Fletcher's Lea at the Priory	Website	
The Priory	Website	
Priory Park	Website	
Priory Play Equipment	Website	where available 10p per A4 page plus postage and packing
Priory Lido	Website	
Church Clock	General Office	
Public Conveniences	General Office	
Additional information:		
None		

This guide will normally be revised at least annually as part of information update following the Annual Meeting.