

# POLICY

## FREEDOM OF INFORMATION

### What is in the Policy?

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

### Date Adopted

**22nd July 2024**

### Review Date

**January 2027**

For more information please contact: [info@waretowncouncil.gov.uk](mailto:info@waretowncouncil.gov.uk) / 01920 460316

Information published	How the information can be obtained	Hard Copy Cost	
<b>Class 1 -Who we are and what we do</b>			
Who's who on the Council and its Committees	Website	where available 10p per A4 page plus postage and packing	
Contact details for Town Clerk and Council members	Website		
Location of main Council office and accessibility details	Website		
Staffing structure	Website		
<b>Class 2 -What we spend and how we spend it.</b>			
Annual Return form and report by auditor	Website		
Finalised budget	Website		
Precept	Website		
Borrowing Approval Letter	Council Office		
Financial Standing Orders and Regulations	Website		
Grants given and received	Website		
List of current contracts and value of contract	Council Office		
Members' allowances and expenses	Website		
<b>Class 3 -What our priorities are and how we are doing</b>			
Annual Report to Town Meeting	Website		
<b>Class 4 -How we make decisions</b>			
Timetable of meetings	Website		
Agenda of Meetings	Website/Noticeboard		
Minutes of meetings	Website		
Reports presented to council meetings	Website		
Responses to Consultation papers	Clerk's Office		
Responses to Planning applications	Website/Clerk's Office		

Bye-laws	Clerk's Office
<b>Class 5 -Our policies and procedures Council business:</b>	
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	Website
Employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	Website
Health and safety policy	Website
Recruitment policy	Website
Policy and procedures for handling requests for information	Website
Complaints procedure	Website
Records management policy	Website
Data protection policy	Website
Schedule of charges for information	Website
<b>Class 6 -Lists and Registers</b>	
Assets Register	Website Included with Annual Accounts
Disclosure Log	General Office
Register of members' interests	Website / EHDC website
Register of gifts and hospitality	Clerk's Office

where available  
10p per  
A4 page  
plus  
postage  
and  
packing  
where  
applicable

<b>Class 7 -The Services we offer</b>		
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	where available 10p per A4 page and packing
Priory Play Equipment	Website	
Priory Lido	Website	
Public Conveniences	Website	
<b>Additional information:</b> None		

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

Review Summary:

Date	Update
4 <sup>th</sup> July 2011	Adopted
7 <sup>th</sup> June 2021	Adopted with minor revisions adding more information to the website.
22 <sup>nd</sup> July 2024	Approved with no amendments