

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

25th November 2025

Review Date

January 2027

For more information please contact: info@waretowncouncil.gov.uk / 01920 460316

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 Details of any representation on public bodies	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 (Previous financial year also required for all)		
Annual Return form and report by auditor Must include statement of accounts and internal audit report	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval Letter	Council Office	
Financial Standing Orders and Regulations	Website	where available
Grants given and received	Website	10p per A4 page
All items of expenditure over £100	Website	
List of current contracts and value of contract	Council Office	plus postage and packing
Members' allowances and expenses	Website	
Class 3 -What our priorities are and how we are doing (Current and previous year required)		
Annual Report to Town Meeting	Website	
Annual governance statement in format included in the Annual Return form	Website	
Business Plan	Website	
Quality status	Website	

Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 -How we make decisions		
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	
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	Website	
Employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	Website	
Health and safety policy	Website	
Recruitment policy Details of current vacancies	Website	where available
Policy and procedures for handling requests for information	Website	10p per A4 page
Complaints procedure Including those covering requests for information and operating the publication scheme	Website	plus postage

Records management policy	Website	and packing where applicable
Data protection policy (including data sharing and CCTV usage)	Website	
Schedule of charges for information	Website	
Information security policy	Website	
Document Retention e policy	Website	
Class 6 -Lists and Registers		
Assets Register including details of public land and building assets	Website Included with Annual Accounts	
Disclosure Log indicating the information provided in response to FOIA and EIR requests	Website	
Register of members' interests	Website / EHDC website	
Register of gifts and hospitality	Clerk's Office	
Class 7 -The Services we offer		
Allotments	Website/General Office	where available 10p per A4 page and packing
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	
Priory Lido	Website	
Public Conveniences	Website	
Seating, litter bins, clocks, memorials and lighting		

Markets	Website
Agency agreements	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Website
Additional information: None	

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

Review Summary:

Date	Update
4 th July 2011	Adopted
7 th June 2021	Adopted with minor revisions adding more information to the website.
22 nd July 2024	Approved with no amendments
25 th November 2025	Approved with amendments to bring in line with updated model document.