

Information available from CLEVEDON TOWN Council under the model publication scheme

Notice of Request

Anyone needing information in hard copy format must give notice of this in writing to the office we will acknowledge your request within 5 working days and will provide you with the information within 21 working days.

Information can also be inspected in person at the Town Council Office by appointment.

Data Protection legislation prohibits the publication of certain categories of information.

We do not have to provide the following information:- Information, the disclosure of which is prevented by law, or is exempt under the Freedom of Information Act. Information in draft form Information that is no longer readily available (i.e. information in files which have been placed in archive storage, or is difficult to access for similar reasons)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Notice boards / Web site/ Newsletters/ Office	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Notice boards / Office	
Finalised budget	Web site / Office	
Precept		
Borrowing Approval letter	Office /Web Site	
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing	
Parish Plan (current and previous year as a minimum)	Web site / Office
Annual Report to Parish or Community Meeting	
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice boards / Web site / Newsletters / Office
Agendas of meetings (as above)	Notice boards / Office / Web Site
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Web site / Office
Reports presented to council meetings - NB: this will exclude information that is properly regarded as private to the meeting.	Office
Responses to consultation papers	Office / Minutes on web site
Responses to planning applications	Office / Minutes on web site
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Office / Web site – on going
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Office / Web site – on going
Information security policy	Office
Records management policies (records retention, destruction and archive)	
Data protection policies	

Schedule of charges)for the publication of information)	Office / Notice boards Web site
Class 6 – Lists and Registers	some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	office
Assets Register	
Register of members' interests	
Register of gifts and hospitality	
Class 7 – The services we offer	some information may only be available by inspection
Allotments	Office / Allotment Notice boards Web site
Community centres and village halls	Office
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	
Markets	

Information is published on

Web Site www.clevedon.gov.uk

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Newsletter – monthly in the Mercury newspaper

Notice boards – at the Library, Village Hall (CAB Office), and outside the Council Offices

Contact Details

Ms P J Heath MILCM - Town Clerk
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Clevedon,
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	Actual Cost
Disbursement cost	Photocopying 1 – 5 A4 sheets £1 minimum charge 25p per additional sheet (black & white)	
	Postage and packaging 50p for 1-5 sheets a4 £1 for 6+ sheets a4	
Other		
Web Site	Items may be downloaded free of charge	