

Information available from Witney Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(organisational information, structures, locations and contacts) (current information only)		
Who's who on the Council and its Committees	website/noticeboards/hard copy	free*
Contact details for Parish Clerk and Council members	website/noticeboards/hard copy	free*
Location of main Council office and accessibility details	website/hard copy	free*
Staffing Structure	website/hard copy	free*
Class 2 - What we spend and how we spend it		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year)		
Annual Statement of Accounts and report by auditor	website/Town Hall by appointment	
Finalised budget	website/hard copy/newsletter	free*
Precept	website/newsletter	free*
Borrowing Approval letter	not applicable	
Financial Standing Orders and Regulations	website (from May 2016)/Town Hall by appointment	
Grants given and received	website/hard copy	free*
List of current contracts awarded and value of contract	website (from May 2016)/ Town Hall by appointment	
Members' allowances and expenses	not applicable	free*

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Class 3 - What are priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Corporate Plan	website/hard copy (under review March 2016)	
Annual Report to Parish or Community Meeting	website/hard copy	free*
Committee reports to Annual Town Meeting	hard copy	free*
Quality status	not applicable	
Local charter drawn up in accordance with DCLG guidelines	not applicable	
Class 4 - How we make decisions		
(Decision making processes and records of decisions)		
(current and previous council year)		
Timetable of meetings	website/noticeboards (current)/hard copy	free*
Agenda of meetings	website/noticeboard (current)/hard copy	free*
Minutes of meetings - NB this will exclude information that is properly regarded as confidential to the meeting.	website/hard copy	free*
Reports presented to council meetings and committees - NB this will exclude information that is properly regarded as confidential to the meeting.	These can be inspected at the Town Hall by appointment	
Responses to consultation papers	These can be inspected at the Town Hall by appointment	
Responses to planning applications	website/hard copy	free*
Planning Committee minutes	website/hard copy	free*
Byelaws	These can be inspected at the Town Hall by appointment	

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Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (current information only)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Standing Orders can be inspected at the Town Hall by appointment and viewed on the website (under review - new orders should be available in May 2016)	
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements	Web/hard copy	
Policies and procedures for the provision of services and about the employment of staff:	These can be inspected at the Town Hall by appointment	
Internal policies relating to the delivery of services		
Equality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	web/inspection at the Town Hall by appointment	
Information security policy	web/hard copy - under review 2016	
Records management policies	web/hard copy	
Data protection policies	web/hard copy	
Schedule of charges (for the publication of information)	web/hard copy	free*

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Class 6 - Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list		
Assets Register	These can be inspected at the Town Hall by appointment	
Disclosure log	These can be inspected at the Town Hall by appointment	
Register of members' interests	These can be inspected at the Town Hall by appointment	
Register of gifts and hospitality	These can be inspected at the Town Hall by appointment	

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Class 7 - The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses).		
Allotments	web/inspection at the Town Hall by appointment	
Burial grounds and closed churchyards	web/inspection at the Town Hall by appointment	
Community centres and village halls	hard copy	free
Parks, playing field and recreational facilities	web/inspection at the Town Hall by appointment	
Seating, litter bins, clocks, memorials and lighting	These can be inspected at the Town Hall by appointment	
Bus shelters	These can be inspected at the Town Hall by appointment	
<i>Markets (responsibility of WODC)</i>		
<i>Public conveniences (responsibility of WODC)</i>		
<i>Agency agreements</i>		
A summary of services for which the council is entitled to recover a fee, together with those fees:	website/hard copy	free*
Additional Information	As determined by the Council to be available on the website or by hard copy	

Contact details:

Town Clerk, Witney Town Council, Town Hall, Market Square, Witney OX28 6AG

Telephone : 01993 704379

Schedule of Charges

* One copy of any document will be supplied free of charge to any Witney resident for collection from the Town Council Offices.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 10p per sheet black & white, and 30p per sheet colour and the actual cost of Royal Mail 2nd class postage if applicable.