



## Information available from Charlbury Town Council under the ICO publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>	Charlbury Town Council website: Charlburytowncouncil.co.uk	N/A
Who's who on the Council and its Committees	Website	N/A
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	N/A
Location of main Council office and accessibility details: The Town clerk works mainly from home.		

Postal address is: Corner House, Market Street, Charlbury, OX7 3PN Ground floor of the Corner House has a step up to it.		
Staffing structure		
One employee – Town Clerk		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	hard copy or website	
Annual return form and report by auditor	hard copy or website	
Finalised budget	hard copy or website	
Precept	hard copy or email	
Borrowing Approval letter	hard copy or email	
Financial Standing Orders and Regulations	hard copy or website	
Grants given and received	hard copy or email	
List of current contracts awarded and value of contract	hard copy or email	
Members' allowances and expenses	hard copy or email	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	hard copy or website	

Parish Plan	Website	
Annual Report to Town Council Meeting	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	hard copy or website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	email	
Responses to planning applications	website	
Bye-laws	Hard copy	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	hard copy or website	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	hard copy or website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>	hard copy or website	
Information security policy		
Records management policies (records retention, destruction and archive)	hard copy or website	
Data protection policies	hard copy or website	
Schedule of charges (for the publication of information)	hard copy or website	

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy or website	
Assets register	hard copy or website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
<b>Class 7 – The services we offer</b>	(Hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Inspection only	
Burial grounds and closed churchyards	Inspection only	
Community centres and village halls	Inspection only	
Parks, playing fields and recreational facilities	Inspection only	
Seating, litter bins, clocks, memorials and lighting	Inspection only	
Bus shelters	Inspection only	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy or website	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

### Contact details:

Lisa Wilkinson

Town Clerk

[charlburytownclerk@gmail.com](mailto:charlburytownclerk@gmail.com)

07311 259412

The Corner House, Market Street, Charlbury, OX7 3PN

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying per sheet (black & white)	Actual cost *
	Photocopying per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
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\* the actual cost incurred by the public authority