

Information available from Charlbury Town Council under the ICO publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do.	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		
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 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	
Standing Orders and Financial Regulations	hard copy or website	
Grants given and received	hard copy or website	
List of current contracts awarded and value of contract	hard copy or email	
Members' allowances and expenses	hard copy or email	
Class 3 – What our priorities are and how we are doing (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	
Class 4 – How we make decisions (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: minutes of meetings	

Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy or website	
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	hard copy or website	
Policies and procedures for the provision of services and about the employment of staff: 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)	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	
Class 6 – Lists and Registers	(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	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(Hard copy or website; some information may only be available by inspection)	
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	Email/hard copy	
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	
Newsletters	Hard copy, website, Charlbury alerts	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying per sheet (black & white)	10p per sheet
	Photocopying per sheet (colour)	30p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class