



## Information available from Yateley Town Council under the model Publication Scheme 2020

### 1.0 Introduction

1.1 This guidance gives details of the kinds of information that we provide in order to meet our commitments under the model publication scheme.

1.2 We make the information in this definition document available unless:

- We do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

1.3 Our legal commitment is to the model publication scheme, and we will look to provide as much information as possible on a routine basis.

### 2.0 Publishing Datasets for Re-Use

2.1 We will publish any dataset that we hold that has been requested, together with any updated versions, unless we are satisfied that it is not appropriate to do so. So far as reasonably practicable, we will publish it in an electronic form that is capable of re-use. If the dataset or any part of it is a relevant copyright work and we are the only owner, we will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA.

<b>Information to be published</b>	<b>How the information can be obtained</b> (Hard copies available at The Council Offices)	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard copy Website	Free
Staff Organisational Chart	Hard copy Website	Free
Contact details for Town Clerk and Council members	Hard copy Website	Free
Location of main Council office and accessibility details	Hard copy Website Twice yearly newsletters	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy Website	Free
Finalised budget	Hard copy Website	Free
Precept	Hard copy Website	Free

Expenditure exceeding £500 (including grants) to detail date, amount, beneficiary, VAT that cannot be recovered, area of expenditure e.g. IT, food, rent etc)	Hard copy Website	Free
Invitations to tender and contracts over £5,000.	Hard copy	
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Hard copy Website	Free
Grants given and received (Annual Report)	Hard copy Website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Hard copy	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Hard copy Website	Free
Annual Report to Parish or Community Meeting (current and previous years)	Hard copy Website	Free
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Hard copy Website	Free

Agendas of meetings	Hard copy Website	Free
Minutes of meetings (will exclude information that is properly regarded as private to the meeting.)	Hard copy Website	Free
Reports presented to council meetings (will exclude information that is properly regarded as private to the meeting.)	Hard copy Website	Free
Responses to consultation papers	Hard copy Website	Free
Responses to planning applications	Hard copy Website	Free
Bye-laws	Hard copy Website	Free
<b>Class 5 – Our policies and procedures</b>		
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 Website	Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy Website	Free

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)		
Information security policy	Hard copy Website	Free
Records management policies (records retention, destruction and archive)	Hard copy Website	Free
Data protection policies	Hard copy Website	Free
Schedule of charges (for the publication of information)	Hard copy Website	Free
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Free
Assets register	Hard copy Website	Free
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)	Hard copy	Free

Register of members' interests	Hard copy	Free
Register of gifts and hospitality	Hard copy	Free
<b>Class 7 – The services we offer</b>		
Allotments	Hard copy Website	Free
Burial grounds and closed churchyards	Hard copy Website	Free
Community centres and village halls	Hard copy Website	Free
Parks, playing fields and recreational facilities	Hard copy Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy Website	Free
Public conveniences	Hard copy Website	Free
Agency agreements	Hard copy	Free

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Website	Free
Markets	Hard copy Website	Free
Community events programme	Hard copy Website	Free

**Contact details:** Town Clerk – Council Offices, Reading Road, Yateley, GU46 7RP, [office@yateley-tc.gov.uk](mailto:office@yateley-tc.gov.uk) - 01252 872198

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost * (waived)
	Photocopying @ 10p per sheet (colour)	Actual cost * (waived)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

## Amendment Record

Version 1: Agreed October 2017

Version 2: Agreed March 2018

Version 3: Agreed May 2020