

Information available from Hungerford Town Council under the model publication scheme

This Publication Scheme lists the information that Hungerford Town Council will to provide in order to meet our commitments under the model publication scheme.

We will 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; such information may have been provided by the public authority or on its behalf. In response to requests we will provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must 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 the public authority is the only owner, the public authority must 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 Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

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. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	
Who's who on the Council and its Committees	http://www.hungerford-tc.gov.uk/councillors-contacts or hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	http://www.hungerford-tc.gov.uk/councillors-contacts or hard copy	
Location of main Council office and accessibility details	http://www.hungerford-tc.gov.uk/ or hard copy	
Staffing structure	http://www.hungerford-tc.gov.uk/councillors-contacts or hard copy	

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	http://www.hungerford-tc.gov.uk/finance or hard copy	
Finalised budget	hard copy	
Precept	www.hungerford-tc.gov.uk/finance or hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	http://www.hungerford-tc.gov.uk/council%20documents or hard copy	
Grants given and received	http://www.hungerford-tc.gov.uk/grants or hard copy	
List of current contracts awarded and value of contract	http://www.hungerford-tc.gov.uk/finance	
List of tenders awarded	http://www.hungerford-tc.gov.uk/tenders	
Members' allowances and expenses	Hard copy	
Class 3 – What our priorities are and how we	(hard copy or website)	

<p>are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Parish Plan (current and previous year as a minimum)</p>	<p>http://www.hungerford-tc.gov.uk/town-plan or hard copy</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>www.hungerford-tc.gov.uk/minutes or hard copy</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy or website)</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>http://www.hungerford-tc.gov.uk/calendar or hard copy</p>	
<p>Agendas of meetings (as above)</p>	<p>http://www.hungerford-tc.gov.uk/agendas or hard copy</p>	
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>http://www.hungerford-tc.gov.uk/minutes or hard copy</p>	
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>www.hungerford-tc.gov.uk/minutes or hard copy</p>	

Responses to consultation papers	Hard copy	
Responses to planning applications	http://www.westberks.gov.uk/ or http://www.hungerford-tc.gov.uk/minutes	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	http://www.hungerford-tc.gov.uk/council%20documents	
Committee and sub-committee terms of reference	Hard Copy	
Delegated authority in respect of officers	Hard Copy	
Code of Conduct	http://www.hungerford-tc.gov.uk/council%20documents	
Policy statements	Hard Copy	
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	Hard Copy	
Equality and diversity policy	www.hungerford-tc.gov.uk or hard copy	
Health and safety policy	Hard Copy	

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 Hard Copy www.hungerford-tc.gov.uk or hard copy	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	See below.	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hard Copy	
Assets register	Hard Copy	
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)	Not held	
Register of members' interests	Hard copy or www.hungerford-tc.gov.uk/councillors-contacts	
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	http://www.haha-hungerford.org.uk/	
Burial grounds and closed churchyards	http://www.hungerford-tc.gov.uk/cemetery	
Community centres and village halls	http://hungerfordyc.org.uk/ & www.hungerford-tc.gov.uk	
Parks, playing fields and recreational facilities	www.hungerford-tc.gov.uk	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Public conveniences	Hard Copy	
Agency agreements	Hard Copy	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	http://www.hungerford-tc.gov.uk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		See our schedule of charges for all hard copy costs below.

Contact details:

The Clerk
 Hungerford Town Council, The Library, Church St, Hungerford, RG17 0JG
[Tel:01488 686195](tel:01488686195)
 Email:townclerk@hungerford-tc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 2p per sheet (black & white)	Actual cost 1.5p
	Photocopying @ 10p per sheet (colour)	Actual cost 7p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Reasonable research charge of £20 per hour officer time at discretion of CEO, up to a maximum of £200 per inquiry, agreed in advance with requestor	

