

Information available from Hungerford Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as

'not held' in the table.

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	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	https://www.hungerford-tc.gov.uk/councillors	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	https://www.hungerford-tc.gov.uk/councillors	
Location of main Council office and accessibility details	https://www.hungerford-tc.gov.uk/	
Staffing structure	Hard copy	

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	https://www.hungerford-tc.gov.uk/reports-and-audits	
Finalised budget	Hard copy	
Precept	https://www.hungerford-tc.gov.uk/reports-and-audits	
Borrowing Approval letter	Not held	
All items of expenditure above £100	Reports and Audits - Hungerford Town Council (hungerford-tc.gov.uk)	
Financial Standing Orders and Regulations	https://www.hungerford-tc.gov.uk/policies	
Grants given and received	https://www.hungerford-tc.gov.uk/grants	
List of current contracts awarded and value of contract	https://www.hungerford-tc.gov.uk/reports-and-audits https://www.hungerford-tc.gov.uk/tenders	
Members' allowances and expenses	Hard Copy	

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)	
Annual governance statement in format included in the Annual Return form	Reports and Audits - Hungerford Town Council (hungerford-tc.gov.uk)	
Parish Plan	HungerfordTownPlanRefresh2013_16096_095951.pdf	

Annual Report to Parish or Community Meeting	https://www.hungerford-tc.gov.uk/meetings	
Quality status	Reports & Audits Hungerford Town Council	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Policies - Hungerford Town Council (hungerford-tc.gov.uk) PIA for CCTV 2024.pdf	

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)	https://www.hungerford-tc.gov.uk/town-calendar	
Agendas of meetings (as above)	https://www.hungerford-tc.gov.uk/meetings	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Meetings - Hungerford Town Council (hungerford-tc.gov.uk)	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	https://www.hungerford-tc.gov.uk/meetings (included within minutes)	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Planning Applications - Hungerford Town Council (hungerford-tc.gov.uk)	
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	https://www.hungerford-tc.gov.uk/policies Town Council - Hungerford Town Council (hungerford-tc.gov.uk) https://www.hungerford-tc.gov.uk/policies	
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 and details of 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 https://www.hungerford-tc.gov.uk/policies Hard copy or https://www.hungerford-tc.gov.uk/policies Policies - Hungerford Town Council (hungerford-tc.gov.uk) https://www.hungerford-tc.gov.uk/policies	

Records management, personal data and access to information policies		
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	https://www.hungerford-tc.gov.uk/policies CCTV - Hungerford Town Council (hungerford-tc.gov.uk)	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copy	
Assets register, including details of public land and building assets	Property Assets - Hungerford Town Council (hungerford-tc.gov.uk)	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	https://www.hungerford-tc.gov.uk/councillors	
Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer	(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	Hungerford Allotments	

Burial grounds and closed churchyards	St Saviour's Cemetery - Amenities - Parish Council	
Community centres and village halls	Croft Field Centre - Amenities - Parish Council http://hungerfordyc.org.uk/ Hungerford Hub	
Parks, playing fields and recreational facilities	https://www.hungerford-tc.gov.uk/amenities Triangle Field - Amenities - Parish Council	
Seating, litter bins, clocks, memorials and lighting	https://www.hungerford-tc.gov.uk/property-assets	
Bus shelters	Hard copy	
Markets (are not run by Town Council)	Visit Hungerford: Discover the Beauty of a Historic Market Town Markets - (visithungerford.com)	
Public conveniences	Public Toilets - Amenities - Parish Council	
Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	https://www.hungerford-tc.gov.uk/amenities	
Additional Information Information not itemised in the lists above		

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
Disbursement cost	Photocopying @ 2p per sheet (black & white)	Actual cost * 1.8p
	Photocopying @ 10p per sheet (colour)	Actual cost
	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	

* the actual cost incurred