

**FREEDOM OF INFORMATION ACT**

Information available from Watchet Town Council under the model publication scheme is listed below: The documents can be inspected at an arranged date and time at the Council Office, or can be accessed from the Council website. Hard copies can be provided at the charges listed below, payable in advance.

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>Current information only</i> <ul style="list-style-type: none"> <li>• Committee Structures</li> <li>• Representative on Outside Bodies</li> </ul>	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	Free
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum		
Annual return form and report by auditor	Website/Hard copy	10p/sheet
Finalised budget and precept	Hard copy	10p/sheet
Financial Standing Orders and Regulations	Website/Hard copy	10p/sheet
10/sheet Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy – contact the Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report	Website Hard copy – contact the Clerk	Free 10p/sheet



<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i></p>	
Schedule of meetings (Council, any committee meetings)	}Website/hard copy
Agendas of meetings (as above)	} Website/noticeboard
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	} Website/Hard copy
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	} Hard copy
Responses to consultation papers	} Hard copy
Responses to planning applications	} hard copy/ WSC website
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i></p>	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy/website
Code of Conduct	Hard copy – contact the Clerk
Policy statements	Hard copy /website
	} 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:	
Equality Policy	Hard copy/website
Health & Safety policy	Hard copy
Policies and procedures for handling request for information	Hard copy /website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy /website
	} 10p/sheet
Data protection policies	Hard copy – contact the Clerk
Schedule of charges (for the publication of information)	Hard copy – contact the Clerk
<b>Class 6 – Lists and Registers</b>	
<i>Currently maintained lists and registers only</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Hard copy/inspection at office
Register of members' interests	Hard copy/inspection at office
<b>Class 7 – The services we offer</b>	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	

<i>Current information only</i>		
Allotments and West Street Car Park	}	
Burial grounds and schedule of fees/ closed churchyard	} Website	Free
Parks, Playing fields and recreational facilities	} Hard copy – contact the	10p/sheet
Community Centre	} Clerk	
Seating, litter bins, clocks, memorials and lighting	}	
Market		
Public Conveniences		
A summary of services for which the council is entitled to recover a fee		
<ul style="list-style-type: none"> <li>• West Street Car Park – rentals</li> <li>• Henry Davey Playing Field changing room facility – rentals</li> <li>• Burial Fees</li> </ul>	} Website } Hard copy – contact the } Clerk	Free 10p/sheet
<b>Contact details:</b>		
Town Clerk		
Watchet Town Council		
Watchet Visitor Centre		
Harbour Road		
Watchet		
TA23 0QB		
Tel: 01984 633344		
Email: <a href="mailto:townclerk@watchettowncouncil.org">townclerk@watchettowncouncil.org</a>		
Website: <a href="http://www.watchettowncouncil.org">www.watchettowncouncil.org</a>		





## 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 @ 10p per sheet (black & white)	Actual cost *
	Printout @ 20p per sheet (colour)	Actual cost *
	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)
<b>Other</b>		

\* the actual cost incurred by the public authority