

## ASHBOURNE TOWN COUNCIL

### FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME

The Council's publication scheme is based on the model from the Information Commissioner. This publication scheme commits us to make information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 : Who we are and what we do</b>		
Organisation structures and contacts	Website Hard copy	Free 10p per A4 sheet
Council Members and Committees	Website Hard copy	Free 10p per A4 sheet
Contact details for Town Clerk and Council Members	Website Hard copy	Free 10p per A4 sheet
Location of Town Hall	Website Hard copy	Free 10p per A4 sheet
<b>Class 2 : What we spend and how we spend it</b>		
Statement of Accounts	Website Hard copy	Free 10p per A4 sheet
Annual return and report by the auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Hard copy	10p per A4 sheet
Precept	Hard copy	10p per A4 sheet
Financial Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given	Hard copy	10p per A4 sheet
<b>Class 3 : What our priorities are and how are we doing</b>		
Audits and inspections	Website Hard copy	Free 10p per A4 sheet
Annual report to Parish or Community Meeting	Website Hard copy	Free 10p per A4 sheet
Business Plan	Not applicable	Not applicable
Quality Status	Not applicable	Not applicable
<b>Class 4 : How we make decisions</b>		
Timetable of meetings	Website Hard copy	Free 10p per A4 sheet
Agendas and minutes (excluding confidential items)	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings (excluding confidential items)	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website (via minutes) Hard copy	Free 10p per A4 sheet

Class 5 : Our policies and procedures		
Standing Orders	Website	Free
	Hard copy	10p per A4 sheet
Committee Terms of Reference	Website	Free
	Hard copy	10p per A4 sheet
Code of conduct	Website	Free
	Hard copy	10p per A4 sheet
Employment policies	Hard copy	10p per A4 sheet
Schedule of charges for the publication of information	Website	Free
	Hard copy	10p per A4 sheet
Class 6 : Lists and registers		
Assets Register	Hard copy	10p per A4 sheet
Register of Members interest	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
Class 7 : The services we offer		
Town Hall hire charges		

Add in from services we provide

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.