

**Frodsham Town Council**  
**Information Available**  
**Under the Publication Scheme**  
(In pursuance of Freedom of Information Act 2000)



Information to be published	How the information can be obtained Hard Copies via the Clerk	Cost
<b>Class1 - Who we are and what we do</b> (This will be current information only) <i>Organisational information, structures, locations and contacts</i>		
Who's who on the Council and its Committees	Website	Free
	Hard Copy	10p/A4 sheet
Contact details for Parish Clerk & Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
	Council's Notice Board	Free
	Hard Copy	10p/A4 sheet
Location of main Council office and accessibility details	Website	Free
	Hard Copy	10p/A4 sheet
Staffing structure	Website	Free
	Hard Copy	10p/A4 sheet
<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	Free
	Hard Copy	10p/A4 sheet
Finalised budget	Website	Free
	Hard Copy	10p/A4 sheet
Precept	Website	Free
	Hard Copy	10p/A4 sheet
Financial Standing Orders and Regulations	Website	Free
	Hard Copy	10p/A4 sheet
Grants given and received	Website	Free
	Hard Copy	10p/A4 sheet
List of current contracts awarded and value of contract	Website	Free
	Hard Copy	10p/A4 sheet
Members' allowances and expenses	Website	Free
	Hard Copy	10p/A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Annual Action Plan	Website	Free
	Hard Copy	10p/A4 sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard Copy	10p/A4 sheet
<b>Class 4 – How we make decisions</b> (Current and previous council year as a minimum) <i>Decision making processes and records of decisions</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website	Free
	Hard Copy	10p/A4 sheet
Agendas of meetings (as above)	Website	Free
	Hard Copy	10p/A4 sheet
Minutes of meetings (as above) – NOTE: This will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard Copy	10p/A4 sheet
Reports presented to council meetings - NOTE: This will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard Copy	10p/A4 sheet
Responses to consultation papers	Website	Free
	Hard Copy	10p/A4 sheet

<b>Information to be published</b>	<b>How the information can be obtained</b> Hard Copies via the Clerk	<b>Cost</b>
Responses to planning applications	CWAC Planning Portal	Free
	Hard Copy	10p/A4 sheet
Bye-laws	Website	Free
	Hard Copy	10p/A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current information only) <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>		
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	Website	Free
	Hard Copy	10p/A4 sheet
Policies and procedures for the provision of services and about the employment of staff: ° Internal 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)	Website	Free
	Hard Copy	10p/A4 sheet
Information security policy	Website	Free
	Hard Copy	10p/A4 sheet
Records management policies (records retention, destruction and archive)	Website	Free
	Hard Copy	10p/A4 sheet
Data protection policies	Website	Free
	Hard Copy	10p/A4 sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard Copy	10p/A4 sheet
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only; some information may only be available by inspection)		
Any publicly available register or list (if any are held this should be publicised)	Hard Copy	10p/A4 sheet
Assets Register	Hard Copy	10p/A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy	10p/A4 sheet
Notification of members' interests	Website	Free
	Hard Copy	10p/A4 sheet
Register of gifts and hospitality	Hard Copy	10p/A4 sheet
<b>Class 7 – The services we offer</b> (Current information only; some information may only be available by inspection) <i>Information about the services we offer.</i>		
Allotments	Website	Free
	Hard Copy	10p/A4 sheet
Burial grounds	Website	Free
	Hard Copy	10p/A4 sheet
Parks, playing fields and recreational facilities	Website	Free
	Hard Copy	10p/A4 sheet
Seating, litter bins, clocks, memorials and Christmas lights	Website	Free
	Hard Copy	10p/A4 sheet
A summary of services for which the council is entitled to	Website	Free

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recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p/A4 sheet
<b>Additional Information</b> <i>Information that is not itemised in the lists above</i>		
Information about Charitable Trusts managed by the Council on behalf of the Town	Website	Free
	Hard Copy	10p/A4 sheet

### Contact Details

*In Person or by Post:*

Frodsham Town Council, Castle Park House, Castle Park, Frodsham, Cheshire WA6 6SB

Tel: 01928 735150

Email: [council@frodsham.gov.uk](mailto:council@frodsham.gov.uk)

Website: [www.frodsham.gov.uk](http://www.frodsham.gov.uk)

### 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 A4 sheet (black & white)	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