

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	Cost
Class1 - Who we are and what we do (hard copy or website)		
<i>Organisational information, structures, locations and contacts</i> (This will be current information only) NOTE: Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website	Free
	Hard Copy (Contact Clerk)	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 (Contact Clerk)	10p/A4 sheet
Location of main Council office and accessibility details	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Staffing structure	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Class 2 – What we spend and how we spend it (hard copy or website)		
<i>Financial information relating to projected & actual income & expenditure, procurement, contracts and financial audit</i> (Current and previous financial year as a minimum)		
Annual return form and report by auditor	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Finalised budget	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Precept	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Grants given and received	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
List of current contracts awarded and value of contract	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Members' allowances and expenses	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Class 3 – What our priorities are and how we are doing (hard copy or website)		
<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Class 4 – How we make decisions (hard copy or website)		
<i>Decision making processes and records of decisions</i> (Current and previous council year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Agendas of meetings (as above)	Website	Free
	Hard Copy (Contact Clerk)	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 (Contact Clerk)	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 (Contact Clerk)	10p/A4 sheet
Responses to consultation papers	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Responses to planning applications	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet

Information To Be Published	How The Information Can Be Obtained	Cost
Bye-laws	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Class 5 – Our policies and procedures (hard copy or website)		
<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i> (Current information only)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ◦ 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 (Contact Clerk)	10p/A4 sheet 20p/A3 sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ◦ 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 (Contact Clerk)	10p/A4 sheet 20p/A3 sheet
Information security policy	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Records management policies (records retention, destruction and archive)	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Data protection policies	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Class 6 – Lists and Registers (hard copy or website; some information may only be available by inspection)		
<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)	Hard Copy (Contact Clerk)	10p/A4 sheet 20p/A3 sheet
Assets Register	Hard Copy (Contact Clerk)	10p/A4 sheet 20p/A3 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy (Contact Clerk)	10p/A4 sheet 20p/A3 sheet
Notification of members' interests	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Register of gifts and hospitality	Hard Copy (Contact Clerk)	10p/A4 sheet
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	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Burial grounds and closed churchyards	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Community centres and village halls		
Parks, playing fields and recreational facilities	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Seating, litter bins, clocks, memorials and Christmas lights	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Bus shelters	Website	Free

Information To Be Published	How The Information Can Be Obtained	Cost
	Hard Copy (Contact Clerk)	10p/A4 sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
	Hard Copy (Contact Clerk)	10p/A4 sheet
Additional Information		
<i>This will provide Councils with the opportunity to publish 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 (Contact Clerk)	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

Website: 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
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per A3 sheet (black & white)	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		

* The actual cost incurred by the public authority