

WESTON SUPER MARE TOWN COUNCIL
FREEDOM OF INFORMATION ACT 2000

Information available from the Town Council under the
Freedom of Information Act Publication Scheme

The table below shows how information can be obtained and if there is a cost involved.

Key

- W available free on our website when available
H hardcopy available from Town Clerk, Weston-super-Mare Town Council, Grove House, Grove Park, Weston-super-Mare BS23 2QJ (see schedule of charges)
O available to view at Council offices (free)
N North Somerset Council website

| Information to be published | How the information can be obtained |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only | |
| List of Council members Representatives on Outside Bodies List of Members on committees | W, O |
| Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address, postal and email addresses of the Council) | W, H, O |
| Location of main Council office and accessibility details | W |
| Staffing structure | H, O |
| List of key staff | W, H, O |

Class 2 – What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Current and previous financial year as a minimum

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| Annual Governance Statement | W, O |
| Annual return form and report by auditor | W, H, O |
| Finalised budget | W, H, O |
| Precept | W, H, O |
| Borrowing Approval letter | W, H, O |
| Financial Standing Orders and Regulations | W, H, O |
| Grants given and received | H, O |
| List of current contracts awarded and value of contract | H, O |
| Members' allowances and expenses | H, O |
| Purchases over £500 | W, O |

Class 3 – What our priorities are and how we are doing
Town Council Strategy

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| Annual Report to Town Meeting (current and previous year as a minimum) | W, H, O |
| Equality Impact Assessment | H, O |
| Data Protection Policy | W, H, O |
| Our Anti-Racism commitment | W, O |
| Our Climate Commitment | W, O |

Class 4 – How we make decisions
Decision making processes and records of decisions

Current and previous council year as a minimum

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| Timetable of meetings (Council and committee/sub-committee meetings and Town Meeting) | W, H, O |
| Agendas of meetings (as above) | W, O |

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| Minutes of meetings (as above) – (this will exclude information that is properly regarded as private to the meeting) | W, O |
| Reports presented to council meetings – (this will exclude information that is properly regarded as private to the meeting) | W, O |
| Responses to consultation papers | H |
| Responses to planning applications | H |
| Delegated Decisions | W, H |
| <p>Class 5 – Our policies and procedures current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p> | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> <p>Policies and procedures for the provision of services and the employment of staff:</p> <p>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) Member and officer Protocol Safeguarding Policy Subject Access Procedure and Request form Employment Policy</p> | <p>W, H, O</p> <p>W, H, O</p> |

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| Records management, personal data and access to information policies | W, H, O |
| Data protection policies | W, H, O |
| Schedule of charges (for the publication of information) | W, H, O |
| Class 6 – Lists and Registers - currently maintained lists and registers only | |
| Any publicly available register or list | H, O |
| Assets Register | H, O |
| Disclosure log (indicating the information that has been provided in response to requests) | H, O |
| Register of members' interests | H, O |
| Register of gifts and hospitality | O |
| Class 7 – The services we offer - current information only | |
| Allotments | W, H, O |
| Burial grounds | W, H, O |
| Parks, playing fields and recreational facilities | W, H, O |
| Seating, litter bins, clocks, memorials and lighting | H, O |
| Bus shelters | H, O |
| The Blakehay Theatre | W, H, O |
| Visitor Information Centre | W, H, O |
| Visit Weston | W, H, O |
| Weston Museum | W, H, O |
| Water Adventure Play Park | W, H, O |
| Noticeboards | W, H, O |
| Youth Services | W, H, O |
| Public Toilets | W, H, O |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees) | H, O |

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| Additional Information | |
| External services funded by the Council News Posts | W W |

Contact details

Town Clerk
Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
North Somerset
BS23 2QJ

Telephone 01934 632567

E-mail admin@weston-super-maretowncouncil.gov.uk

SCHEDULE OF CHARGES

| Type of Charge | Description | Basis of Charge |
|-----------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Disbursement cost | Photocopying 10p per sheet (black & white) Photocopying 20p per sheet (colour) Postage | Actual cost * Actual cost * Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |

*The actual cost incurred by the public authority