

Information available from Ferndown Town Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website) Hard Copy Town Office or website	5p Per Sheet
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard Copy Town Office or website	5p Per Sheet
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Hard Copy Town Office or Website	5p Per Sheet
Location of main Council office and accessibility details	Hard Copy Town Office or Website	5p Per Sheet
Staffing structure	Hard Copy Town Office or Website	5p Per Sheet

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website) Hard Copy Town Office or Website	5p Per Sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy Town Office or Website	5p Per Sheet
Finalised budget	Hard Copy Town Office or Website	5p Per Sheet
Precept	Hard Copy Town Office (Part of Budget)	5p Per Sheet
Borrowing Approval letter	Hard Copy Town Office	5p Per Sheet
All items of expenditure above £100	Hard Copy Town Office	5p Per Sheet
Financial Standing Orders and Regulations	Hard Copy Town Office or Website	5p Per Sheet
Grants given and received	Hard Copy Town Office or Website	5p Per Sheet
List of current contracts awarded and value of contract	Hard Copy Town Office	5p Per Sheet
Members' allowances and expenses	Hard Copy Town Office or Website	5p Per Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard Copy Town Office or Website	5p Per Sheet
Parish Plan	Hard Copy Town Office or Website	5p Per Sheet
Annual Report to Parish or Community Meeting	Hard Copy Town Office or Website	5p Per Sheet
Quality status	n/a	
Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy Town Office	5p Per Sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy Town Office or Website	5p Per Sheet
Agendas of meetings (as above)	Hard Copy Town Office/Website or Notice Boards	5p Per Sheet
Minutes of meetings (as above) – exclude material that is properly	Hard Copy Town Office or Website	5p Per Sheet

considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy Town Office or Website	5p Per Sheet
Responses to consultation papers	Hard Copy Town Office or Website	5p Per Sheet
Responses to planning applications	Hard Copy Town Office or Website	5p Per Sheet
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 	Hard Copy Town Office or Website	5p Per Sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information 	Hard Copy Town Office	5p Per Sheet

<ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard Copy Town Office	5p Per Sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	5p Per Sheet
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copy Town Office	5p Per Sheet
Assets register, including details of public land and building assets	Hard Copy Town Office	5p Per Sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy Town Office	5p Per Sheet
Register of members' interests	Hard Copy Town Office or Website	5p Per Sheet
Register of gifts and hospitality	Hard copy Town Office	5p Per Sheet
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and</p>	(hard copy or website; some information may only be available by inspection)	

businesses)		
Current information only		
Allotments	Hard Copy Town Office or Website	5p Per Sheet
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard Copy Town Office or Website	5p Per Sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy Town Office or Website	5p Per Sheet
Bus shelters	Town Office	5p Per Sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy Town Office	5p Per Sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy Town Office	5p Per Sheet
Additional Information		
Information not itemised in the lists above		

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	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		