

Edlington Town Council – Freedom of Information Act Publication Scheme

Edlington Town Council

Freedom of Information Policy

Edlington Town Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests were relevant.

The Freedom of Information Act, which came into force on 1st January 2005 gives everyone a statutory right of access to information held by bodies such as the Town Council.

Model Publication Scheme

From 1st April, 2019 the Town Council updated the revised model publication scheme issued by the Information Commissioner's Office. You can access a copy of the model scheme at the bottom of this page.

Information about the Town Council

You can access a significant amount of information about the Town Council on our website. If you need the information in an alternative format, please contact the Town Council via email or in writing at the address shown below.

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Town Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email edlingtontc@gmail.com or write to the clerk.

Please be sure to include your name and valid postal address as required under the Act and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

Responding to your request

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

The Freedom of Information Act does identify and number of categories of information which the Town Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

Charges for providing information under the Freedom of Information Act

There is no “flat rate” fee to receive information and in many cases we will provide the information to you free of charge. However, you should note that if the information you are seeking is not readily available in the form in which you are seeking it, the Town Council may charge you a fee based on the costs associated with providing the information, for example photocopying and postage (known as disbursements). The Freedom of Information Act does permit the Town Council to refuse your request and if we estimate that it will cost us in excess of the appropriate cost limit (currently £450) to fulfil your request.

Freedom of information fees notice

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 working days of receipt of your request. This is known as a “fees notice”. When you are issued the

fees notice, the 20 working days limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within 3 months we are not obliged to comply with the request.

Complaints

If you are dissatisfied with the way the Town Council has responded to a request for information, please write to the Clerk (see website for contact details).

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the act, and you may raise issues with this office at any time. More information can be found on the ICO website or by writing to:-

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Edlington Town Council

April 2019

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Edlington Town Council. The first tier of local government</p>	Hard copy or on the website	5p per copy
Who's who on the Council and its Committees (no current Committees established)	Hard copy or on the website	5p per copy
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or on the website	5p per copy
<p>Location of main Council office and accessibility details The Grainger Centre, Stubbins Hill, Edlington, Doncaster, DN12 1JN Disable access available</p>	Hard copy or website	5p per copy
<p>Staffing structure The Clerk and Responsible Financial Officer, Cemetery staff (5), Part -time Caretaker, recreation ground caretaker</p>	Hard copy or on the website	5p per copy
<p>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). The budget is set in January for the coming year starting 1st April; The Precept for the coming year is also set during the January meeting. A copy of the annual budget and monthly expenditure is provided. The previous financial year budget and expenditure is provided.</p>	Hard copy or on the website	5p per copy

Annual return form and report by auditor Annual Audit / Accountability & Governance Return	Hard copy or on the website	5p per copy
Finalised budget To be published following budgeting meeting and approval of full council in January	Hard copy	5p per copy
Precept Based on above and published in January	Hard copy or on the website	5p per copy
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy or on the website	5p per copy
Grants given and received	Hard copy or Council minutes	5p per copy
List of current contracts awarded and value of contract	Hard copy	5p per copy
Members' allowances and expenses (No Members allowances are paid, other than a Mayor's allowance)	Hard copy or Council minutes	5p per copy
Class 3 – What our priorities are and how we are doing	Hard copy or on the website	5p per copy
Neighbourhood Plan – adopted at Referendum 14 June 2018	Hard copy or on the website	5p per copy
Annual Report of Mayor to Annual Parish Meeting Minutes of Council meetings	Hard copy or on the website	5p per copy
Quality status - Not applied for Quality Status/Local Council Award Scheme	N/A	
Local charters drawn up in accordance with DCLG guidelines- None	N/A	
Class 4 – How we make decisions	Hard copy or on the website	

Meeting agendas are drawn up each month and the official summons is posted in the council notice boards (3 clear days) before the monthly council meeting. The agenda itemises all the decisions required.		5p per copy
Timetable of meetings List of all meetings to be published at start of the municipal year as agreed at the Annual meeting. (May)	Hard copy or via the Grainger Centre noticeboard or on the website	5p per copy
Agendas of meetings (as above)	Hard copy or via the Grainger Centre noticeboard or on the website	5p per copy
Minutes of meetings (as above) – Note this will exclude any information that is properly regarded as confidential to the meeting.	Hard copy or on the website	5p per copy
Responses to consultation papers	Hard copy	5p per copy
Responses to planning applications – detailed within the minutes of Council meetings	Hard copy or on the website	5p per copy
Bye-laws – no Town Council bye-laws currently in place	N/A	5p per copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	5p per copy

Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy or on the website	5p per copy
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	Hard copy	
Code of Conduct	Hard copy or on the website	
Policy statements	Hard copy	
Policies and procedures for the provision of services:	Hard copy	5p per copy
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy or on the website	5p per copy
Records management policies (records retention, destruction and archive)	Town Clerk / hard copy	
Data protection policies	Hard copy or on the website	5p per copy
Schedule of charges (for the publication of information)	Published as part of this scheme	5p per copy
Class 6 – Lists and Registers	(hard copy; some information may only be available by inspection)	5p per copy
Currently maintained lists and registers only		
Any publicly available register or list	Hard copy	5p per copy

List of Interests. Acceptance of Office declarations Register of members' interests Register of gifts and hospitality		
Asset Register	Hard copy	5p per copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	5p per copy
Register of members' interests	Hard copy or on the website	5p per copy
Register of gifts and hospitality	Hard copy or on the website	5p per copy
Class 7 – The services we offer		
Current information only	Hard copy or on the website; some information may only be available by inspection	
Allotments - 4 Allotment sites in Edlington at Hilltop, Auburn Road, Martinwells and Staveley Street – contact the Clerk for details of each Secretary contact details for each Association who self-manage their site	Hard copy or on the website	
Burial ground - Edlington Cemetery- Edlington Lane, Warmsworth , DN4 9LT Schedule of burial fees and charges for memorials	Contact the Clerk Hard copy or on the website	
Community centre - The Grainger Centre, Stubbins Hill, DN12 1JN Available for hire for meetings/events/parties/community groups etc	Contact the Clerk or via the website	
Parks, playing fields and recreational facilities - Recreation ground, Auburn Road, Edlington – football pitch hire, children's playground area	Contact the Clerk	
Seating, litter bins, clocks, memorials and lighting – seating at Cemetery,	Contact the Clerk	

Cenotaph garden and Miners Memorial Garden		
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements (Footpaths/Rights of Way) and (Burial Ground Maintenance)	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	
Contact the Clerk – Simon Oldham, The Grainger Centre Stubbins Hill, Edlington, DN12 1JN 01709 770552 edlingontc@gmail.com		

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 *
	Postage -2nd class stamp	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the

		relevant legislation (quote the actual statute)
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- the actual cost incurred by the public authority

Edlington Town Council, April 2019