

Information available from MELTHAM TOWN COUNCIL under the Freedom of Information Act Model Publication Scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will strike out the relevant word for the information not held in the table.

Please see our website for the majority of our information at: <https://melthamtowncouncil.gov.uk/>

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	<i>Meltham Town Council website as below -:</i> Welcome to Meltham Town Council - Meltham Town Council	Free
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges As per schedule of charges
Contact details for Clerk/Responsible Financial Officer and Council members (named contacts where possible with email address.)	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges As per schedule of charges
Location of main Council office and accessibility details	<i>Website</i> <i>Hard copy on request</i>	Free As per

		schedule of charges As per schedule of charges
Staffing structure	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges As per schedule of charges

Information to be published	How the information can be obtained	Cost
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	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Statement of accounts and internal audit report in the format included in the Annual Return form	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Finalised budget	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Precept (information appears in minutes)	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Borrowing Approval letter		
All items of expenditure above £100	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Financial Standing Orders and Regulations	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges

Grants given and received (information appears in Minutes)	<i>Website Hard copy on request</i>	Free As per schedule of charges
List of current contracts awarded and value of contract (information appears in minutes)	<i>Available for inspection by appointment at time of audit</i>	As per schedule of charges
Members' allowances and expenses (information also available on website)	<i>Available for inspection by appointment at time of audit</i>	As per schedule of charges

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Annual governance statement in format included in the Annual Return form	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Parish Plan		
Action Plan	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Annual Report to Parish or Community Meeting	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<i>Hard copy on request</i>	As per schedule of charges

Internal Audit Reports (Finance and Accounts - Meltham Town Council)	Website <i>Hard copy on request</i>	Free As per schedule of charges
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Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum. Recorded in the minutes.	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Agendas of meetings (as above)	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Minutes of meetings (as above). NB This will exclude information that is regarded as private to the meeting.	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Reports presented to council meetings. NB This will exclude information that is regarded as private to the meeting.	<i>Hard copy on request following approval of minutes</i>	As per schedule of charges
Responses to consultation papers	<i>Hard copy on request following approval of response by Council</i>	As per schedule of charges
Responses to planning applications	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Byelaws		

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
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 (minutes on website) · Anti-bullying policy · Biodiversity policy · Civility and Respect Pledge · Code of Conduct · Co-option policy · Investment policy · Policy statements 	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
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 	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges

<ul style="list-style-type: none"> · HR policies · Pension policy · Recruitment policies and details of current vacancies · · IT Policy · Policies and procedures for handling requests for information · Social media policy · Complaints procedures (including those covering requests for information and operating the publication scheme) <p>All further additional policies are listed on the website under governance and documents – these are updated/implemented regularly (Governance Documents and Policies - Meltham Town Council).</p>		
Records management, personal data and access to information policies Information security policy	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Records management policies (records retention, destruction and archive)	<i>Hard copy on request</i>	As per schedule of charges
Data protection policies	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
CCTV Code of Conduct policy	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule

		of charges
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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	<i>This information will be held on deposit with the clerk</i>	
Assets register, including details of public land and building assets	<i>Available for inspection by appointment at time of Audit.</i> <i>Website</i>	As per schedule of charges Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	<i>Hard copies on request</i>	As per schedule of charges
Register of members' interests	<i>Website</i> <i>Apply to K.M.B.C Monitoring Officer</i> <i>Available for inspection</i>	Free
Register of gifts and hospitality	<i>Hardcopy at MTC</i> <i>Also apply to K.M.B.C Monitoring Officer</i> <i>Available for inspection</i>	Free

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Allotments	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Burial Grounds and Closed Churchyards		
Community centres and village halls	<i>Hard copy on request</i>	As per schedule of charges
Parks, playing fields and recreational facilities – RAMP	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Seating, litter bins, clocks, memorials and lighting	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Bus Shelters		
Markets		
Public Conveniences	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Agency Agreements	<i>Hard copy on request</i>	As per schedule of charges

Services for which we are entitled to recover a fee and details of those fees (eg- burial fees)		
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Information to be published	How the information can be obtained	Cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly newsletters - Meltham Mercury.	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges
Annual Report.	<i>Website</i> <i>Hard copy on request</i>	Free As per schedule of charges

Details of Exclusions

Personnel Records e.g. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the data Protection Act 2018.

All commercially sensitive information e.g quotations and tenders, loan documents and insurance policies. With regard to quotations and tenders, this information will be treated as confidential to ensure that the whole tender process is fair. If tender information is released to a third party prior to the end of a tender period those who initially submitted tenders could be undercut and unfairly disadvantaged.

Any information request for documents that contain personal data or information that can identify an individual.

Contact details:

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Town Clerk and Responsible Finance Officer
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The Carlile Institute
Meltham
HD9 4AE
Tel: 01484 362927
Email: Townclerk@melthamtowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	<p>Photocopying per sheet:</p> <p>20p for black A4 30p for colour A4 30p per copy black A3 40p per copy colour A3</p> <p>In accordance with the Model Publication Scheme provided by the Information Commissioner's Office, the Parish Council reserves the right to make a charge for the disbursement of officer time (administration – currently charged at £20 per hour), photocopying and postage of complex and archived material.</p>	Cost of paper, photocopy maintenance and charges and officer's time.
	Postage	Actual cost of Royal Mail standard 2nd class
Alternative formats	<p>Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request to the Clerk at:</p> <p>townclerk@melthamtowncouncil.gov.uk</p>	