

INFORMATION AVAILABLE FROM WOODLEY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

This publication scheme is a guide to the information routinely published by Woodley Town Council. The Council is committed to openness and complies with the requirements of the Freedom of Information Act 2000.

Information listed as available on the Council's website, which is accessible free of charge, can also be obtained as hard copies following suitable payment – please see the schedule of charges at the end of this document.

Information to be published	How information can be obtained
CLASS 1 - WHO WE ARE AND WHAT WE DO	
Organisational information, structures, locations and contacts – current information	
Council contact details – main address, email and telephone, opening hours	Website
Councillors' details – name, photo, email, address / telephone (where public), committee / outside body membership, disclosable interests	Website
Council staff details (incl. Town Clerk) – name, role, email, staff structure	Website
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	
Annual Audit & AGAR information (2017-18 onwards) – AGAR, financial statements, CIL form, notice of conclusion of audit, audited AGAR	Website
Approved budget information	Website
Precept Leaflet	Website
Financial Regulations	Website
Grants awarded by Council (last 5 financial years)	Website
Grants awarded by Council (more than 5 years ago)	By request
Payments to suppliers (April 2018 onwards)	Website
List of current contracts awarded and value of contract	Website
Treasury Management Strategy	Website
Town Mayor's expenses	By request / Hard copy
Other Members' allowances and expenses* (*Members do not currently receive an allowance)	Not Applicable
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
Strategies and plans, performance indicators, audits, inspections and reviews	
Internal Audit Information – provided in Strategy & Resources Committee agendas	Website
Strategy for Cycling	Website
Woodley Design Statement	Website
Strategy for Youth Services	Website
Climate Emergency Information Hub – Action Plan, Carbon Footprint assessment, Offset certificates, Public Advice	Website
Civility & Respect Pledge	Website
3G Pitch Management & Development Plan	Website
CLASS 4 – HOW WE MAKE DECISIONS	
Decision making processes and records of decisions	
Council Meeting Schedule – Full Council, Town Meeting & Standing Committee meetings	Website

Meeting agendas – Full Council, Town Meeting & Standing Committee meetings (published 3 clear days ahead of meetings – clear days do not include Sundays, bank holidays, or days of national mourning)	Website
Minutes of meetings – Full Council, Town Meeting & Standing Committee meetings (draft and approved)	Website
Decisions / Responses to consultations and planning applications – included with minutes (as above)	Website
Record of Written Motions (Full Council)	Website
Bye-laws	Hard copy only
CLASS 5 – OUR POLICIES AND PROCEDURES	
Current written protocols, policies and procedures for delivering our services and responsibilities	
Council's Standing Orders & Code of Conduct	Website
Standing Committees Powers & Duties / Sub-committee, working group and partnerships terms of reference (against each committee page)	Website
Data Protection Policies: - Data Protection Policy - General Data Privacy Notice - Data Privacy Notice for Staff & Councillors - Personal Data Audit, including data retention information - Information Security Policy	Website
Other Policies and Procedures for the provision of services and employment of staff: - Equality & Diversity Policy - Equality & Diversity Duty Statement - Risk Management Strategy - Virtual Meeting Protocol - Complaints Procedure - Community Engagement Policy - Communication Guidelines - Disaster Recovery Plan - Safeguarding Policy - Fixed Asset Policy	Website
Schedule of charges (for the publication of information)	In this document
CLASS 6 – LISTS AND REGISTERS	
Currently maintained lists and registers only	
Assets Register	Website
Register of Members' interests	Website
Register of gifts and hospitality	By request / Hard copy
CLASS 7 – THE SERVICES WE OFFER	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Approved Charges – room / hall hire, leisure services, memorial plaques	Website
Allotments – guidance, charges, tenancy agreement	Website
Grants – community, individual, annual	Website
Memorials – plaques, benches, trees	Website
Town Council owned community assets – seating, notice boards, bus shelters, street lights	Website
Venues & Facilities – Oakwood Centre, Coronation hall, Chapel hall, Alan Cornish theatre, Centre Stage, Woodford Park Leisure Centre	Website
Parks and open spaces	Website

Town Centre information, including Markets	Website
Community Speedwatch	Website
ADDITIONAL INFORMATION – any other information required	By request

Requests - Standard Response Time

Where requests for information are made, including Freedom of Information requests, responses will be provided as soon as possible, and by no later than 20 working days after receipt.

Accessibility

If you require information regarding web accessibility when accessing information on the Council's website, please see the Council's [Accessibility](#) page.

Contact details:

Address: Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

Email: townclerk@woodley.gov.uk

Telephone: 0118 969 0356

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	COST	BASIS OF CHARGE
Disbursement cost	Hard copies - black & white	5p per sheet	Cost of paper, ink, equipment and maintenance
	Hard copies - colour	10p per sheet	As above, but increased ink costs
	Postage	Current Royal Mail 2 nd Class postage	Actual postage cost
Other	Staff time (if provision of response requires more than 18 hours staff resource)	£25 per additional hour of officer time above 18 hours, where agreed in advance with the requestor	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004