



Wallingford Town Council

Wallingford Town Council is subject to the Freedom of Information Act 2000, and has adopted the Model Publication Scheme published by the Information Commissioner's Office.

As a public body, the Town Council has committed to publish certain types of information outlined in the Information Guide below. The Council will consider any request for other information in accordance with the Freedom of Information Act.

Information Available from Wallingford Town Council under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST (Per copy)
CLASS 1 - Who we are and what we do		10p A4 20p A3
Who's who on the Council and its Committees	Hard Copy and website	
Contact details for Town Clerk and Council members	Hard Copy and website	
Location of Main Council office and accessibility details	Hard Copy, website and notice boards	
Staffing structure	Hard Copy and website	
CLASS 2 - What we spend and how we spend it		10p A4 20p A3
Annual return form and report by auditor for the last 2 years	Hard Copy and website	
Finalised budget	Hardcopy	
Precept	Hardcopy	

Financial Standing Orders and Regulations	Hard Copy and website	
Grants given and received		
List of current contracts awarded and value of contract	Hard Copy and website	
Members' Allowances and expenses	Hardcopy	
CLASS 3 – What our priorities are and how we are doing		10p A4 20p A3
Town Plan, current and previous year	This plan is in progress	
Annual Report to Town Meeting	Hard Copy and website	
CLASS 4 – How we make decisions		10p A4 20p A3
Timetable of meetings (Council, any committee/sub-committee meetings & town meetings)	Hard Copy and/or website	
Agendas of Meetings	Hard Copy and/or website	
Minutes of Meetings (Excluding confidential items)	Hard Copy and/or website	
Reports presented to council meetings (Excluding confidential items)	Hardcopy	
Responses to consultation papers	Hardcopy	
Responses to planning applications	Hardcopy	
Bye-laws	None in place	
CLASS 5 – Our policies and procedures		10p A4 20p A3

<ul style="list-style-type: none"> • Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hardcopy and/or website	
<ul style="list-style-type: none"> • Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Complaints procedures (including those covering requests for information and operating the publication scheme) • Information security policy • Records management policies • Data protection policies 	Hardcopy and/or website	
Schedule of charges (for the publication of information)	Hardcopy and website (see below)	
CLASS 6 – Lists and Registers		10p A4 20p A3
Currently maintained lists and registers only		
Assets Register	Hardcopy	
Disclosure Log	Hardcopy	

Register of members' interests	Hardcopy and website	
Register of gifts and hospitality	Hardcopy	
CLASS 7 – The services we offer		10p A4 20p A3
Current information only		
Allotments	Hardcopy	
Community centres	Hardcopy	
Parks, playing fields and recreational facilities	Hardcopy	
Seating, litter bins, clocks, memorials and lighting	Hardcopy	
Markets	Hardcopy	
Moorings	Hardcopy	

Contact:

Wallingford Town Council
9 St Martins Street
Wallingford
OX10 0AL

Tel: 01491 835373

Email: queries@wallingfordtowncouncil.gov.uk

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (A4 black and white)	Actual cost 0.45p per sheet
	Photocopying @ 20p per sheet (A3 black and white)	Actual cost 0.90p per sheet
	Postage	Actual cost of Royal Mail standard 2nd Class
Statutory Fee		In accordance with the relevant legislation