

Freedom of Information Act 2000

Information available from Birchwood Town Council, under the model publication scheme.

Information to be Published.

How Information can be obtained.

Cost - hard copy only.

(*Hard copies can be viewed free of charge, by appointment. A schedule of charges, for physical copies, can be found, at the end of this document.)

Class 1 - Who we are, and what we do.

(Organisational information, structures, locations, and contacts.)

This will be current information only.

Who's who on the Council, and its Committees.

Hard copy / email / online.
(Minutes of May meetings detail the committees' members.)

Free.

Contact details for the Town Clerk, and Council Members.

Hard copy / email / online.

Free.

Location of the main Council office, and accessibility/contact details.

Hard copy / email / online.

Free.

Staffing structure.

Hard copy / email / online.

Free.

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.

Annual return form, and report by auditor.

Hard copy / email / online.

Free.*

Finalised budget.

Hard copy / email / online.

Free.

Precept.

Hard copy / email / online.

Free.

Borrowing approval letter.

Hard copy.

Free.

Council Standing Orders, and Financial Regulations.

Hard copy / email / online.

Free.*

Grants given and received.

Hard copy / email / online.

Free.*

List of current contracts awarded, and value of contract.	Hard copy.	Free.*
Members' allowances and expenses. Chair's allowance (if taken) is published in accounts.	Hard copy / email / online.	Free.*
Expenses.	No expenses are paid to Councillors.	Not applicable.
Class 3 – What our priorities are, and how we are doing. (Strategies and plans, performance indicators, audits, inspections & reviews.)	Hard copy / email / online.	
Annual Town Meeting Report (current and previous year, as a minimum.)	Hard copy / email / online.	Free.*
Quality status.	Not applicable.	Not applicable.
Class 4 – How we make decisions. (Decision making processes, and records of decisions). Current and previous council year as a minimum.		
Timetable of meetings. (Council, any committee/sub-committee meetings, and Town meetings.)	Hard copy / email / online.	Free.
Agendas of meetings.	Hard Copy / email / available online (until meeting held). Published on Town Council noticeboards, 3 clear days prior to meeting. Copy emailed to Birchwood Library.	Free.
Minutes of meetings.	Hard copy / email / online. Draft copies published online, 3 clear days prior to meeting. Draft copies emailed to Birchwood Library.	Free.
Reports presented to Council meetings. Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy / email / online (within Council minutes).	Free.*
Responses to consultation papers.	Hard copy / email.	Free.*
Responses to planning applications.	Hard copy / email / online (within Council minutes). All comments can also be viewed, by searching online at: https://www.warrington.gov.uk/planning-and-building-control .	Free.*

Class 5 – Our policies and procedures.

(Current written protocols, policies, and procedures, for delivering our services and responsibilities).

Current information only.

Policies and procedures, for the conduct of Council business, including: Procedural Standing Orders. Committee and sub-committee terms of reference. Delegated authority, in respect of officers. Code of Conduct. Policy statements.	Hard copy / website.	Free.*
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Policies and procedures, for the provision of services, and about the employment of staff, including: Internal policies, relating to the delivery of services. Equality and Diversity policy. Health and Safety policy. Recruitment policies (including current vacancies). Policies and procedures for handling requests for information. Complaints procedures (including those covering requests for information, and operating the publication scheme). Privacy policies.	Hard copy. Hard copy. Hard copy. Hard copy. Hard copy / website. Hard copy / website. Hard copy / website.	Free.*
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Records management policies (records retention, destruction, and archive).	Hard copy.	Free.*
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Information and data protection policies.	Hard copy / website.	Free.*
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Schedule of charges (for the publication / photocopying of information).	See below.	
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Class 6 – Lists and Registers.

Currently maintained lists and registers only.

Hard copy or website; some information may only be available by inspection.

Assets Register.	Hard copy / email.	Free.*
Register of members' interests.	Hard copy / email / online.	Free.*
Register of gifts and hospitality.	Not applicable.	

Class 7 – Services we offer.

(Information about the services we offer, including leaflets, guidance, and newsletters, produced for the public, and businesses.)

Current information only. Some information may only be available by inspection only.

Allotments.	Not applicable.
Burial grounds, and closed churchyards.	Not applicable.
Community Centres, and Village Halls.	Not applicable.
Parks, playing fields, and recreational facilities.	Not applicable.
Seating, litter bins, memorials, and lighting.	Inspection.
Clocks.	Not applicable.
Bus shelters.	Inspection.
Markets, public conveniences.	Not applicable.
Agency agreements.	Inspection.
Summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	Not applicable.

Birchwood Town Council has an open information policy on most matters; except personnel, and wage information for individuals, some commercially sensitive information, and information restricted by Data Protection.

Free.* - any information that we hold, within the constraints outlined above, can be viewed by appointment, free of charge. If any copies of documents are required, we would levy a charge as outlined below. Please note, the item may be subject to copyright.

Contact details.

Clerk to the Council, Birchwood Town Council, Parkers Farm, Delenty Drive, Birchwood, Warrington, WA3 6AN.

Telephone: 01925 819440.

Email: clerk@birchwoodtowncouncil.org.uk.

Schedule of Charges.

Type of charge.	Description.	Basis of charge.
Disbursement cost.	Photocopying @ 10p per sheet (black and white). Photocopying @ 10p per sheet (colour). Postage.	To cover cost of copying. To cover cost of copying. Actual cost of Royal Mail, standard second-class post. £10.00 per search.
Detailed search of records.		In accordance with the relevant legislation.
Statutory Fee.		

Information can be inspected free of charge at Town Council offices. Information that can be photocopied, without breaching copyright laws, can be copied using our photocopier, at the cost of 10p, per A4 sheet.