



Bollington

TOWN COUNCIL

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Publication Scheme Freedom of Information Act 2000

This Publication Scheme was adopted by the Council at its meeting held on 3rd May 2022.

This version of the Publication Scheme supersedes any previous versions.

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Table 1 Document Version Control

Version	Date	Initials	Comment
00.01_2022	26/04/2022	HW	General review
01.00_2022	03/05/2022	HW	Adopted by Full Council

1. Introduction

It is important for public authorities to conduct their business as openly and transparently as possible.

This publication scheme commits Bollington Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Bollington Town Council:

- To proactively publish or otherwise make available as a matter of routine, information which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees, if any, charged for copies of information which is made proactively available.
- To make this publication scheme available to the public.

2. Classes of Information

The classes of information will not generally include:

- The disclosure of information which is prevented by laws such as the Data Protection Act 2018, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, the Council will provide a hard copy for viewing free of charge at the Town Hall or will post a copy, see charges below.

In exceptional circumstances some information may be available only by viewing in person and in such circumstances an appointment will be made to do so. If a person is physically unable to visit the Town Hall and lives in Bollington or the immediate surrounding area the Town Clerk will discuss with the person what practicable provisions can be made for them to view the information.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Reasonable charges which may be made for Information published under this scheme

The purpose of this Publication Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. All charges will have regard to the general principles of the right of access to information held by public authorities. Costs will be justified and in accordance with a published schedule of fees (see below).

Charges may be made for:

- photocopying
- postage and packaging

No charges will be made for:

- viewing the information at the Town Hall
- Material published on the website or sent by email

Charges may also be made for information provided under this scheme where the Council is legally authorised or obliged to charge. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written Requests for Other Information

The Council has tried to ensure that as much information as possible is available within this Publication Scheme, however if information held by the Council is not

detailed here it can be requested in writing by letter or email.

In such circumstances its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000. If the Council has this information in a form that can be supplied and it can legally be provided it will supply it within the 20 working day period required by the Act. If the information cannot be supplied either practically or legally the Council will respond to that effect within the 20 day period. Every attempt will be made to respond well within the 20 day limit.

6. Classes of Information

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts.

Table 2 Who we are and what we do

No.	Information to be published	How the information can be obtained	Cost
1a	Who's who on the Council and its Committees	Website or email	Free
1b	Who's who on the Council and its Committees	Hard Copy – Contact Clerk	Free
2a	Contact details for Town Clerk and Council members	Website or email	Free
2b	Contact details for Town Clerk and Council members	Hard Copy – Contact Clerk	Free
3a	Location of main Council office and accessibility details	Website	Free
3b	Location of main Council office and accessibility details	Hard Copy – Contact Clerk	Free
3a	Staffing structure	Website	Free
3b	Staffing structure	Hard Copy – Contact Clerk	10p per sheet

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.

Table 3 What we spend and how we spend it

No.	Information to be published	How the information can be obtained	Cost
1a	Annual return form and report by auditor	Website or email	Free
1b	Annual return form and report by auditor	Hard Copy – Contact Clerk	10p per sheet
2a	Finalised budget	Website or email	Free
2b	Finalised budget	Hard Copy – Contact Clerk	10p per sheet
3a	Precept	Website	Free
3b	Precept	Hard Copy – Contact Clerk	10p per sheet
4a	Financial Standing Orders and Regulations	Website or email	Free
4b	Financial Standing Orders and Regulations	Hard Copy – Contact Clerk	10p per sheet
5a	Grants given and received	Website or email	Free
5b	Grants given and received	Hard Copy – Contact Clerk	10p per sheet
6	List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p per sheet
7	Members' allowances and expenses	Hard Copy – Contact Clerk	10p per sheet

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Table 4 What our priorities are and how we are doing

No	Information to be published	How the information can be obtained	Cost
1a	Neighbourhood Plan	Website	Free
1b	Neighbourhood Plan	Hard Copy – Contact Clerk	Free
2a	Town Plan	Website	Free
2b	Town Plan	Hard Copy – Contact Clerk	Free
3a	Annual Report to Town Assembly (current and previous year as a minimum)	Website	Free
3b	Annual Report to Town Assembly (current and previous year as a minimum)	Hard Copy – Contact Clerk	10p per sheet

Class 4 – How we make decisions

Decision making processes and records of decisions.

Table 5 How we make decisions

No	Information to be published	How the information can be obtained	Cost
1a	Timetable of meetings (Council, committee and working group meetings)	Website or email	Free
1b	Timetable of meetings (Council, committee and working group meetings)	Hard Copy – Contact Clerk	10p per sheet

No	Information to be published	How the information can be obtained	Cost
2a	Agendas of meetings (as above)	Website or email	Free
2b	Agendas of meetings (as above)	Hard Copy – Contact Clerk	10p per sheet
3a	Minutes of meetings (as above) – Note: will exclude information that is properly regarded as private to the meeting.	Website or email	Free
3b	Minutes of meetings (as above) – Note: will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	10p per sheet
4a	Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting.	Website or email	Free
4b	Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	10p per sheet
5a	Responses to consultation papers	Website or email	Free
5b	Responses to consultation papers	Hard Copy – Contact Clerk	10p per sheet
6a	Responses to planning applications	Can be obtained from Cheshire East Council’s on-line planning system www.cheshireeast.gov.uk or email	Free

No	Information to be published	How the information can be obtained	Cost
6b	Responses to planning applications	Hard Copy – Contact Clerk	10p per sheet

Class 5 – Our policies and procedures

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

Table 6 Our policies and procedures

No	Information to be published	How the information can be obtained	Cost
1a	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	Website	Free
1b	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	Hard Copy – Contact Clerk	10p sheet
2a	Policies and procedures for the provision of services and about the employment of staff: 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	Website	Free

No	Information to be published	How the information can be obtained	Cost
	Complaints procedures (including those covering requests for information and operating the publication scheme)		
2b	Policies and procedures for the provision of services and about the employment of staff: 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)	Hard copy – Contact Clerk	10p per sheet
3a	Information security policy	Website	Free
3b	Information security policy	Hard Copy – Contact Clerk	10p per sheet
4a	Records management policies (records retention, destruction and archive)	Website	Free
4b	Records management policies (records retention, destruction and archive)	Hard Copy – Contact Clerk	10p per sheet
5a	Data protection policies	Website	Free
5b	Data protection policies	Hard Copy – Contact Clerk	10p per sheet
6a	Schedule of charges (for the publication of information)	Website	Free

No	Information to be published	How the information can be obtained	Cost
6b	Schedule of charges (for the publication of information)	Hard Copy – Contact Clerk	10p per sheet

Class 6 – Lists and Registers

Any information we are currently legally required to hold in publicly available registers).

Table 7 Lists and Registers

No	Information to be published	How the information can be obtained	Cost
1	Any publicly available register or list	Inspection at Town Hall – Contact Clerk	
2	Assets Register	Hard Copy – Contact Clerk	10p per sheet
3	Register of members' interests	Inspection at Town Hall – Contact Clerk	
4	Register of gifts and hospitality	Inspection at Town Hall – Contact Clerk	

Class 7 – The services we offer

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

Table 8 The services we offer

No	Information to be published	How the information can be obtained	Cost
1a	Allotments	Website	Free
1b	Allotments	Hard Copy – Contact Clerk	10p per sheet

No	Information to be published	How the information can be obtained	Cost
2a	Burial grounds and closed churchyards	Website	Free
2b	Burial grounds and closed churchyards	Hard Copy – Contact Clerk	10p per sheet
3a	Community centres and village halls	Website	Free
3b	Community centres and village halls	Hard Copy – Contact Clerk	10p per sheet
4a	Parks, playing fields and recreational facilities	Website	Free
4b	Parks, playing fields and recreational facilities	Hard Copy – Contact Clerk	10p per sheet
5a	Seating, litter bins, memorials and lighting	Website	Free
5b	Seating, litter bins, memorials and lighting	Hard Copy – Contact Clerk	10p per sheet
6a	A summary of services for which the council is entitled to recover a fee	Website	Free
6b	A summary of services for which the council is entitled to recover a fee	Hard Copy – Contact Clerk	10p per sheet

7. Schedule of Charges

Table 9 Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost 10p including ink paper and staff time
Delivery	Postage	Actual cost of Royal Mail standard 2nd class

Type of Charge	Description	Basis of Charge
Statutory Fee	Legislative fee	In accordance with the relevant legislation, if applicable.

Contact details:

Town Clerk
 Bollington Town Council
 Town Hall
 Wellington Road
 Bollington
 Cheshire
 SK10 5JR

Website: www.bollington-tc.gov.uk

Email: clerk@bollington-tc.gov.uk