



MIDDLEWICH TOWN COUNCIL

FREEDOM of INFORMATION ACT 2000 – Publication Scheme

The Freedom of Information Scheme is intended to encourage local councils to publish more information and to develop greater openness and transparency. All local authorities are required to have a publication scheme, and to list the information it produces. Other information is available from the Town Clerk, who also may know where to locate information not published by the Town Council and who will help seek that information.

Details of the Freedom of Information Publication Scheme and the Classes of Information will be available on the Middlewich Town Council website and will be updated as and when required.

Middlewich Town Council tries to be open and accountable, and is happy to make documents detailed in the following list available. Photocopies of documents requested under this scheme will be forwarded within 15 working days.

If for some reason a request for information is refused a full explanation must be supplied. Any appeal against refusal can be dealt with using the Town Council's existing complaints procedure. (Details of the procedure are available from the Town Clerk).

Should the applicant be not satisfied with the response there is a procedure to appeal to the Information Commissioner (see www.ico.gov.uk)

The Town Council may impose a charge of 10p per sheet for the cost of photocopying documents. (Postage and packing at cost), Charges will be at the discretion of the Town Clerk. When dealing with these issues the Town Clerk will use the guidance published by the Information Commissioners Officer to reach a decision.

Further information or copies of particular documents can be requested from the Town Clerk. In a spirit of openness and accountability the Town Council allows residents to address Councillors at all Town Council Meetings during it's Public Participation section of the meeting. Further details of upcoming meetings and the Public Questions Policy can be found on our website or

obtained from the Town Clerk.

The Town Clerk will be responsible for operating the scheme on a day to day basis. The Assistant Town Clerk will be responsible in their absence.

INFORMATION AVAILABLE FROM MIDDLEWICH TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

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)		
Who's who on the Council and its Committees	Hard Copy, Email and Website	Cost of photocopying or Nil (Website and Email)
Contact details for Town Clerk and Council	Hard Copy, Email and Website	Cost of photocopying or Nil (Website and Email)
Location of main Council office and accessibility details	Hard Copy, Email and Website	Cost of photocopying or Nil (Website and Email)
Staffing structure and details	Hard Copy, Email and Website	Cost of photocopying or Nil (Website and Email)

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 in Town Council Office, on the Notice Board, Email and Website	Cost of Photocopying or Nil (Website/Email)
Finalised Budget	Hard Copy, Email and Website	Cost of Photocopying or Nil (Website/Email)
Precept	Hard Copy, Email and Website	Cost of Photocopying or Nil (Website/Email)
Financial Standing Orders and Regulations	Hard Copy, Email and Website	Cost of Photocopying or Nil (Website/Email)
Grants given and received	Hard Copy, Email and Website	Cost of Photocopying or Nil (Website/Email)
List of current contracts awarded by tender and value of contract	Hard Copy, Email and Website	Cost of Photocopying or Nil (Email)
Members' allowances and expenses	Hard Copy or via email	Cost of Photocopying or

		Nil (Website/Email)
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Aims and Objectives	Hard Copy, Email and Website	
Annual Report to Parish or Community Meeting	Hard Copy, Email and Website	Photocopying or Nil (Website/Email)
Strategic Plan	Hard Copy, Email and Website	
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 parish meetings)	Email Website Hard Copy On Notice Board	Photocopying or Nil (Website/Email)
Agendas of meetings (as above)	Email, Website, Notice Board, Hard Copy	Photocopying or Nil (Website/Email)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Email Website Hard Copy	Photocopying or Nil (Website/Email)

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Website Hard Copy	Photocopying or Nil (Website/Email)
Responses to consultation papers	Email Hard Copy	Photocopying or Nil (Website/Email)
Responses to planning applications	Email Cheshire East Planning Portal	Photocopying or Nil (Website/Email)
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Email Hard Copy Website	Photocopying or Nil (Website/Email)
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)	Email Hard Copy Website	Photocopying or Nil (Website/Email)

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy Electronic version (if available)	Cost of Photocopying or Nil (Email)
Assets Register	Hard Copy Electronic version (if available)	Cost of Photocopying or Nil (Email)
Register of members' interests	Hard Copy Website Email	Cost of Photocopying or Nil (Email/Website)
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		
Allotments	Hard Copy or Website	
Community centres and village halls	Hard Copy or Website	
Parks, playing fields and recreational facilities	Hard Copy or Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy or Website	

Bus shelters	Hard Copy or Website	
Markets	Hard Copy or Website	
Public conveniences	Hard Copy or Website	
Agency agreements	Hard Copy	
A summary of services for which the council is entitled to recover a fee, together with those fees - Victoria Hall and Victoria Buildings Hire Charges and Booking Form	Hard Copy or website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details: Town Clerk Tel 01606 833434 email clerk@middlewich.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..10p per sheet (black & white)	Commercial Rates
	Photocopying @ ..20p per sheet (colour)	Commercial Rates
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	None	