



Christchurch Town Council

Freedom of Information Policy

Policy name	Version	Owner	Date Adopted	Review Date
Freedom of Information Policy	V1.0	Clerk	November 2022	May 2023

Information available from Christchurch Town Council under the model publication scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	(Hard copy and/or Website)
Who's Who on the Council and its Committees	Website
Contact details for Town Clerk and Council members	Website
Location of main Council office and accessibility details	Website
Staffing 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 return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Website
Grants given and received	Website Communities Committee Minutes
List of current contracts awarded and value of contract	Website –Resources & Council Minutes
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Action Plan	Website
Annual Report to Town Meeting (current and previous year as a minimum)	Website

Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings	Website
Agendas of meetings	Website, noticeboards and hard copies available on request
Minutes of meetings	Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	Website through minutes
Responses to planning applications	Website - Planning and Regulatory Committee Minutes
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	Website
Procedural standing orders	Website
Committee and sub-committee terms of reference	Website
Delegated authority in respect of officers	Website
Code of Conduct	Website
Policy statements	Website
Policies and procedures for the provision of services and about the employment of staff: Equality and Diversity policy Health and Safety policy Recruitment - current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website Website Website Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the publication of information)	Website

Class 6 – Lists and Registers	
Asset Register	Website
Register of members' interests	Website
Register of gifts and hospitality	Hard copy – contact Town Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Website
Parks and recreational facilities	Website
Seating, litter bins, clock	Hard copy – contact Town Clerk
A summary of services for which the council is entitled to recover a fee, together with those fees	Website

Contact details:

Town Clerk: Mrs Vanessa Ricketts
Old Town Hall, 30 High Street, Christchurch, BH23
1EA
Tel: 01202 022479

Office opening hours 9:00-16:00 Monday-Friday

Email: townclerk@christchurch-tc.gov.uk

Website: www.christchurch-tc.gov.uk

SCHEDULE OF CHARGES

Type of charge	Description (Excl VAT @ 20%)	Basis of charge
	Photocopying A4 Black and White 10p + VAT per copy	Actual cost
	Photocopying A4 Colour 30p + VAT per copy	Actual cost
	Photocopying A3 Black and White 20p + VAT per copy	Actual cost
	Photocopying A3 Colour 60p + VAT per copy	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd Class (or large if applicable)