



Ross-on-Wye Town Council

Freedom of Information Act Publication Scheme

The following records are held by Ross-on-Wye Town Council and copies can be obtained by submitting a request to the Clerk to the Town Council.

All documents listed are available to photocopy but a charge of £0.20 per page will be made plus any postage and packing costs plus an administrative charge of £5.00 will be levied. Only one copy of each document will be supplied on request. Agendas of forthcoming meetings will be provided free of charge and can be obtained from the office three days prior to the meeting. Notices will also be displayed on the Town Council's notices board and web site.

ADMINISTRATION

- Minutes of meetings of Full Council and Committees - last three years only
- Standing Orders and Code of Conduct
- Financial Regulations
- Representation on outside bodies
- Members' Declarations of Acceptance of Offices
- Members' Register of interests
- Complaints handling procedure
- Committee membership

PLANNING

- Responses to applications
- Parish Plan (in the process of being developed)

FINANCE

- Annual return to Auditor - last financial year only
- External Auditor's report - last financial year only
- Bank Statements
- Precept request
- Budgets
- Fixed Asset Register
- Section 137 expenditure
- Insurance policy - last year only
- VAT records

Commercially sensitive documents will not be made available, e.g. quotations and tenders and loan documentation.

BURIAL GROUND

- Plans
- General Policy
- Fees

All documentation relating to individual applications and registrations will be excluded under both privacy and data protection laws

COUNCIL CIRCULARS

- Newsletters
- Town Guide
- Annual Report

PERIODIC ELECTORAL REVIEW

- Information relating to the last boundary review of the council area
- Information relating to the last Periodic Electoral Review of the council area

EMPLOYMENT

- Terms & Conditions
- Job descriptions

Exclusions: appraisals, sickness records, specific salary details.