

Information available from Ross-on-Wye Town Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations, and contacts)</p> <p>This will be current information only</p>	(Hard copy and/or Website)
Who's Who on the Council and its Committees/Sub-Committees	Hard copy/website
Contact details for Council Staff and Council Members (named contacts where possible with telephone number and email address)	Hard copy/website
Location of main Council office and accessibility details	Hard copy/website
Staffing structure	Hard copy
<p>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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard copy/website
Finalised budget	Hard copy/website
Precept	Hard copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Hard copy/website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy/ website
Quality status	Not applicable
Local charters drawn up in accordance with Dept. for Levelling Up, Housing & Communities guidelines	Hard copy where available
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)	Hard copy/website
Agendas of meetings (as above)	Hard copy
Minutes of meetings (as above) Note: this will exclude information that is properly regarded as confidential to the meeting.	Hard copy/website
Reports presented to council meetings Note: this will exclude information that is properly regarded as confidential to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy/website
Byelaws	Hard copy
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	Hard copy/website
Procedural standing orders	Hard copy/website

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Committee and sub-committee terms of reference	Hard copy/website
Delegated authority in respect of officers	Hard copy/website
Code of Conduct	Hard copy/website
Policy statements	Hard copy/website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy
Health and Safety policy	Hard copy
Recruitment policies (including current vacancies)	Hard copy
Policies and procedures for handling requests for information	Hard copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website
Information security policy	Hard copy
Records management policies (records retention, destruction, and archive)	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	Hard copy/website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	Some information may only be available by inspection
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)	Hard copy
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy

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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	Some information may only be available by inspection
Allotments	Not applicable
Burial grounds and closed churchyards	Hard copy/website
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials, and lighting	Hard copy
Bus shelters	Not applicable
Markets	Hard copy
Public conveniences	Hard copy
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/website

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Contact details:

Town Clerk
Ross-on-Wye Town Council
Town Hall
Ross-on-Wye
HR9 7AN

Tel: 01989 562373

Email: admin@rosstc-herefordshire.gov.uk

Website: www.rosstc-herefordshire.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish.
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish of Ross-on-Wye on payment of charge.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Ross-on-Wye or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

TYPE OF CHARGE	DESCRIPTION
Photocopying	Photocopying @ 10p per sheet (black & white)
	Photocopying @ 20p per sheet (colour)
Postage	Actual cost of Royal Mail standard 2 nd class
Other	Costs directly incurred as a result of viewing information

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