

Burford Town Council

Information available from Burford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(organisational information, structures, locations and contacts) (current information only)		
Who's who on the Council and its Committees	website/hard copy	free*
Contact details for Town Clerk	website/ hard copy	free*
Location of main Council office and accessibility details	website/ hard copy	free*
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)		
Annual Statement of Accounts and report by auditor	website/Town Office by appointment	
Finalised budget	hard copy	free*
Precept	hard copy	free*
Financial Standing Orders and Regulations	Town Office by appointment	
Grants given and received	hard copy	free*
List of current contracts awarded and value of contract	Town Office by appointment	

Information to be Published	How the Information can be Obtained	Cost
Class 3 - What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Action Plan	hard copy	
Annual Report to Town Meeting	hard copy	free*
Committee reports to Annual Town Meeting	hard copy	free*
Class 4 - How we make decisions		
(Decision making processes and records of decisions) (current and previous council year)		
Agenda of meetings	website/noticeboards (current)/hard copy	free*
Minutes of meetings - NB this will exclude information that is properly regarded as confidential to the meeting.	website/hard copy/noticeboards	free*
Reports presented to council meetings and committees - NB this will exclude information that is properly regarded as confidential to the meeting.	These can be inspected at the Town Office by appointment	
Responses to consultation papers	These can be inspected at the Town Office by appointment	
Responses to planning applications Planning Committee minutes	These can be inspected at the Town Office by appointment	free*
	These can be inspected at the Town Office by appointment	free*

Information to be Published	How the Information Can be Obtained	Cost
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		
Code of Conduct		
Policy statements	Website	
Policies and procedures for the provision of services and about the employment of staff:		
Equality and Diversity Policy	Website	
Health and Safety Policy	Website	
Recruitment Policy	Website	
Whistle Blowing Policy	Website	
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information Security Policy		
Data protection policies	NA	
Schedule of charges (for the publication of information)	hard copy	Free*

Information to be Published	How the Information can be Obtained	Cost
Class 6 - Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list		
Assets Register	These can be inspected at the Town Office by appointment	
Register of members' interests	Website	

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Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses).		
Burial grounds and closed churchyards	web/inspection at the Town office by appointment	
Parks, playing field and recreational facilities	web/inspection at the Town office by appointment	
Seating, litter bins, clocks, memorials and lighting	These can be inspected at the Town office by appointment	
Bus shelters	Contact West Oxfordshire District Council	
Markets Tolsey Charity	These can be inspected at the Town office by appointment	
Public conveniences	Contact West Oxfordshire District Council	
Additional Information	As determined by the Council to be available on the website or by hard copy	

Contact details:

Town Clerk, Burford Town Council, The Tolsey, 126 High Street, Burford OX18 4QU Telephone : 01993 823 647 email: town.clerk@burford-tc.gov.uk

Schedule of Charges

* One copy of any document will be supplied free of charge to any Burford resident for collection from the Town Council Offices.

For multiple copies, and/or for documents which are requested to be posted, the charge will be the copying cost at 10p per sheet black & white, and 30p per sheet colour and the actual cost of Royal Mail 2nd class postage if applicable.

Approved: March 20204