



Information available from Aylsham Town Council under the Freedom of Information Act model publication scheme

Aylsham Town Council's publication scheme defines information the Town Council holds which is accessible to the public. The Publication Scheme indicates the format of each publication. Where a member of the public is seeking to obtain a copy of information included in this Town Council's publications scheme, the Council may set reasonable charges for this. Costs are available on application and may include photocopying costs, postage (where incurred) and staff time.

Any information available on the Aylsham Town Council website may be obtained in hard copy from the parish office, but a charge may be levied.

Council website: www.aylsham-tc.gov.uk

Council Address: Town Hall, Market Place, Aylsham, NR11 6EL (open 9.30am – 3pm Monday to Thursday and 9.30am – 12.30pm Friday)

Telephone: 01603 301751

Email: info@aylsham-tc.gov.uk

Confidentiality Notice

The Town Council's policy is to be as open as possible and supply the information requested but the Town Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information under the Freedom of Information Act 2000.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
|---|---|---|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only</p> | | |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | <p>Website Hard Copy</p> <p>Website</p> | <p>Website information is free 10p per sheet for hard copy information</p> |
| <p>Postal and email address</p> <p>Contact details for Town Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p> | <p>Council website: www.aylsham-tc.gov.uk</p> <p>Council Address: Town Hall, Market Place, Aylsham, NR11 6EL (open to the public 9.30am – 3pm Monday to Thursday and 9.30am – 12.30pm Friday)</p> <p>Telephone: 01603 301751</p> <p>Email: info@aylsham-tc.gov.uk</p> <p>Further detail available for councillors on the Town Council website and in Just Aylsham magazine</p> | <p>Website information is free.</p> <p>Just Aylsham is delivered free of charge to all households in Aylsham</p> <p>10p per sheet for hard copy information</p> |

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| Location of main Council office and accessibility details | <p>Council Address: Town Hall, Market Place, Aylsham, NR11 6EL (open to the public 9.30am – 3pm Monday to Thursday and 9.30am – 12.30pm Friday. Other times by appointment).</p> <p>The office is not accessible for those with limited mobility, but staff will come to the entrance to facilitate an appointment</p> | |
| Staffing structure | Hard copy | |
| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | <p>Website</p> <p>Hard Copy</p> | Website information is free 10p per sheet for hard copy information |
| Finalised budget | <p>Website</p> <p>Hard Copy</p> | Website information is free 10p per sheet for hard copy information |
| Precept | <p>Website</p> <p>Hard Copy</p> | Website information is free 10p per sheet for hard copy information |
| Borrowing Approval letter | Hard Copy | 10p per sheet |

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| All items of expenditure above £500 | Website Hard Copy | Website information is free. 10p per sheet for hard copy information |
| Financial Standing Orders and Regulations | Website Hard Copy | Website information is free. 10p per sheet for hard copy information |
| Grants given and received | Website Hard Copy | Website information is free. 10p per sheet for hard copy information |
| List of current contracts awarded and value of contract | Hard Copy | Website information is free. 10p per sheet for hard copy information |
| Members' allowances and expenses | Hard copy | 10p per sheet for hard copy information |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p> | | |
| Annual governance statement in format included in the Annual Return form | Website Hard copy | Website information is free. 10p per sheet for hard copy information |
| Neighbourhood Plan | Website and Broadland District Council website Hard Copy | Free Cost of postage |

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| Annual Report to Town Meeting | Website (see Annual Town Meeting minutes) Hard copy | Website information is free. 10p per sheet for hard copy information |
| Quality status | Not held | |
| Local charters drawn up in accordance with DLUHC's guidelines | Not held | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Not held | |
| <p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website / Town Council Noticeboard Hard copy | Website information is free. 10p per sheet for hard copy information |
| Agendas of meetings (as above) | Website / Town Council Noticeboard Hard copy | Website information is free. 10p per sheet for hard copy information |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Website Hard copy | Website information is free. 10p per sheet for hard copy information |

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| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Website Hard copy | Website information is free. 10p per sheet for hard copy information |
| Responses to consultation papers | Website (minutes of meetings) Hard copy | Website information is free. 10p per sheet for hard copy information |
| Responses to planning applications | Website (minutes of Planning Committee meetings). Broadland District Council website or, where relevant, Norfolk County Council website Hard copy | Website information is free. 10p per sheet for hard copy information |
| Bye-laws | Not held | Not held |
| <p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers | Website Hard copy | Website information is free. 10p per sheet for hard copy information |

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| <ul style="list-style-type: none"> • Code of Conduct • Policy statements | | |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) | <p>Website Hard copy</p> | <p>Website information is free. 10p per sheet for hard copy information</p> |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p> | <p>Website Hard copy</p> | <p>Website information is free. 10p per sheet for hard copy information</p> |
| <p>Class 6 – Lists and Registers</p> | | |

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| <p>Currently maintained lists and registers only. (hard copy or website; some information may only be available by inspection)</p> | | |
| <p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p> | <p>These registers are maintained in accordance with statutory requirements and are available for inspection in line with existing legal access provisions.</p> | |
| <p>Assets register, including details of public land and building assets</p> | <p>By email Hard copy</p> | <p>Email information is free. 10p per sheet for hard copy information</p> |
| <p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p> | <p>By email Hard copy (Information is only available from 1st April 2025)</p> | <p>Email information is free. 10p per sheet for hard copy information</p> |
| <p>Register of members' interests</p> | <p>Website Broadland District Council website Hard copy</p> | <p>Website information is free. 10p per sheet for hard copy information</p> |
| <p>Register of gifts and hospitality</p> | <p>Website Broadland District Council website Hard copy</p> | <p>Website information is free. 10p per sheet for hard copy information</p> |

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

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| Allotments | Website By Email Hard copy | Website and email information is free. 10p per sheet for hard copy information |
| Burial grounds and closed churchyards | Website By Email Hard copy Burial records by inspection only | Website and email information is free. 10p per sheet for hard copy information |
| Community centres and village halls | Website By Email Hard copy | Website and email information is free. 10p per sheet for hard copy information |
| Parks, playing fields and recreational facilities | Website By Email Hard copy | Website and email information is free. 10p per sheet for hard copy information |
| Seating, litter bins, clocks, memorials and lighting | Website By Email Hard copy | Website and email information is free. 10p per sheet for hard copy information |

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| Bus shelters | By Email Hard copy | Email information is free. 10p per sheet for hard copy information |
| Markets | Website By Email Hard copy | Website and email information is free. 10p per sheet for hard copy information |
| Public conveniences | Website By Email Hard copy | Website and email information is free. 10p per sheet for hard copy information |
| Agency agreements | Aylsham Town Council holds a delegation agreement with Norfolk County Council to cut the highway verges. By Email Hard Copy | Email information is free. 10p per sheet for hard copy information |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Website By email Hard copy | Website and email information is free. 10p per sheet for hard copy information |
| Additional Information | | |

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| Information not itemised in the lists above | | |
| Not held | | |

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Photocopying @ 10p per sheet (colour) | |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | |

Adopted by Aylsham Town Council _____

Review Date _____