

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. Only one copy of each document will be supplied on request. Notices of Council Meetings will also be displayed on the Town Council's notices board. Documents marked below with an * can be found on the website.

ADMINISTRATION

- Agendas and Notices of Full Council and Committees *
- Minutes of meetings of Full Council and Committees *
- Timetable of Scheduled Meetings *

BURIAL GROUND

- Cemetery Policy *
- Fees *
- Plans

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

COUNCILLORS

- Committee membership *
- Contact Details *
- Members' Declarations of Acceptance of Offices
- Members' Register of interests *
- Representation on outside bodies *

COUNCIL POLICIES AND CIRCULARS

- Annual Report *
- Complaints handling procedure *
- Data Protection Policy
- Equality & Diversity Policy *
- Financial Regulations *
- Newsletters *
- Standing Orders and Code of Conduct *
- Town Guide

EMPLOYMENT

- Job descriptions
- Terms & Conditions

Exclusions: appraisals, sickness records, specific salary details.

FINANCE

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

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

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

PLANNING

- Responses to applications (in Planning Minutes) *
- Town Plan *

Adopted by the Management Committee, Meeting 18th January 2016