

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost*</b> If you wish make copies you may have to pay a fee
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	Website & Langport Library	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & Langport Library	
Location of main Council office and accessibility details	Website & Langport Library	
Staffing structure	Website & Langport Library	
<p><b>Class 2 – What we spend and how we spend it</b> (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	Website & Langport Library	
Finalised budget	Website & Langport Library	
Precept	Website & Langport Library	
Financial Standing Orders and Regulations	Website & Langport Library	
Grants given and received	Website & Langport Library	
List of current contracts awarded and value of contract	Website or Town Council Office	
Members' allowances and expenses	Website & Town Council Office	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan	N/A	
Annual Report to Town Meeting (current and previous year as a minimum)	Website & Langport Library	
<p><b>Class 4 – How we make decisions</b> (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 Town meetings)	Website & Langport Library	
Agendas of meetings (as above)	Website & Notice Broad	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & Langport Library	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & Langport Library	
Responses to consultation papers	hard copy	10p per A4 sheet
Responses to planning applications *Contained in Council Minutes	Website & Langport Library	
Bye-laws	Website & Langport Library	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Website & Langport Library	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including 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 & Langport Library website	
Data protection policies n/a i.e we don't have one		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		

Assets register	(website, Library some information may only be available by inspection at the Town Council Offices)	Free
Register of members' interests	Website & Langport Library	
Register of gifts and hospitality	Website & Langport Library	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Burial grounds and closed churchyards	Website & Langport Library	
Community centres and village halls	Website & Langport Library	
Parks, playing fields and recreational facilities	Website & Langport Library	
Seating, litter bins, clocks, memorials and lighting	Website & Langport Library	
Markets	Website & Langport Library	
Public conveniences	Website & Langport Library	
Agency agreements	Website & Langport Library	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website & Langport Library	

**Contact details:**

Mr David Mears  
Town Clerk  
Langport Town Council  
Town Hall  
Langport  
Somerset  
TA10 9PR

Email [clerk@langport-tc.gov.uk](mailto:clerk@langport-tc.gov.uk) Telephone 01458 259700

**Exempt Material**

Personal information relating to Councillors (other than required to be declared in the Members Register of Interests)

Personal Information relating to employees

Tenders and bids from contractors and suppliers

**Note:** Data Protection Legislation prohibits the publication of certain categories of information.

**Charging Policy**

Information can be inspected at the Council Offices free of charge

Information that can be photocopied, without breaching copyright laws can be copied on the Council's photocopier at a cost of 10p per single sided A4 sheet (15p per colour single sided A4 sheet).

**\*SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 10p per sheet (black & white)	Actual cost 10p
	Photocopying 15p per sheet (colour)	Actual cost 15p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	A search of archived records (for example the Burials Register or the Council Minutes)	£50 per Search
	Please note; if you make copies of documents held at the Library you will be required to pay their charges	

\* the actual cost incurred by the public authority