

FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME

WITHAM TOWN COUNCIL

1. Witham Town Council is committed to an entirely open policy.
2. Witham Town Council will, as far as is possible, hold all its meetings in their entirety in public.
3. All such meetings will be fully advertised by display of all Agendas thereof on
 - Witham Town Council Notice Boards
 - The Public Library, Newland Street, Witham
 - Witham Town Council's Website www.witham.gov.uk
4. Witham Town Council will discuss all of its proceedings in public, with the following exceptions: -
 - Staffing and personnel issues – S.40
 - Contracts – S.43
 - Matters of commercial sensitivity – S.43
 - Legal issues – S.42
5. All Minutes of all meetings will be available for members of the public to read and may be viewed on our website.
6. The following information is published/held by Witham Town Council: -
 - Minute Books
 - Policy Statements
 - Race Relations (Amendment Act) policy Statement
 - Health and Safety Statement
 - Health and Safety Risk Assessments
 - Freedom of Information Act Policy
 - Data Protection Act Policy
 - Staff Hospitality and Gifts Policy
 - Financial Regulations of Witham Town Council

- Standing Orders
- Circulars issued by Government Departments
 - DEFRA
 - Department of Transport
 - Office of the Deputy Prime Minister
 - NALC
 - EALC
 - Essex County Council
 - Braintree District Council
- Code of conduct
 - Register of Members' Interests
 - Members Declarations of Office
 - Members Register of Interest
- Register of Members Allowances
- Statutory Instruments
 - Order establishing Witham Town Council
- Correspondence
 - Copies of all correspondence sent by the Town Council
 - Letters and information received from Principle Authorities
 - Consultation, information documents and letters from government departments
 - Correspondence received from the Local Authority (including Uttlesford)
 - Correspondence from other local councils, clubs, organisations, individuals making representations, observation invitations etc.
 - Copies of emails received and sent will be kept for 3 months only
 - Memos
- Closed Churchyard
 - Order in Counsel
 - Record of burials in the Closed Churchyard
 - Management plans
- Insurance Policy
- Assets Register
- Title Deeds
- Trust Deeds

- Quotations/Tenders
- Details of grants paid to outside bodies
 - Audits of those grants
- Accounts and supporting documentation
 - Annual return form
 - Annual report from the External and Internal Auditors
 - Receipts and payments accounts
 - Receipt books of all kinds
 - Bank Statements
 - Precept request
 - VAT Records
 - Financial Regulations
 - Risk Assessments
- Planning Documents
 - Responses to planning application
 - Responses to planning appeals
 - Responses to Justices Licences notifications
 - Responses to the Local Plan
 - Responses to the Structure Plan
 - Town Plan
 - Copies of completed Questionnaires on revisions to the Town Plan
 - Definitive Rights of Way Maps
- Bye Laws
- Employment Matters
 - Equal Opportunities Policy
 - Grievance Procedures
 - Disciplinary Procedures
 - Job Descriptions
 - Terms and conditions of Employment by Witham Town Council
 - Staff Handbook
- Halls
 - Letting charges
 - Lettings diaries
 - Invoices to hirers

- Vehicle records
 - Insurance
 - Maintenance
 - MOT
 - Reports to Committees
 - Witham's Voice Newsletter
 - Councillors
 - Addresses, telephone numbers, email addresses, of: -
 - Essex County Councillors – representing Witham
 - Braintree District Councillors representing Witham
 - Witham Town Councillors representing Witham
7. Many of the above documents are contained in the Council's website and may be downloaded free of charge. However if paper versions are requested from the Town Council a charge will be made of £0.50p per page in accordance with the Fees Regulations.