

## Rugeley Town Council Freedom of Information Data Schedule

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b>		
Who's Who on the Town Council	<a href="http://www.rugeleytowncouncil.gov.uk/Councillors_11330.aspx">http://www.rugeleytowncouncil.gov.uk/Councillors_11330.aspx</a>	FOC
Contact details for the Town Clerk, Assistant Town Clerk and Council Members	<a href="http://www.rugeleytowncouncil.gov.uk/Contact_Us_11327.aspx">http://www.rugeleytowncouncil.gov.uk/Contact_Us_11327.aspx</a>	FOC
Location of main council office and accessibility details	<p>Rugeley Town Council                      Rose Theatre                      Taylors Lane                      Rugeley                      Staffordshire                      WS15 2AA</p> <p>Email: <a href="mailto:clerk@rugeleytowncouncil.gov.uk">clerk@rugeleytowncouncil.gov.uk</a>                      Tel: 01889 574074</p> <p>Office Hours are 10am – 3pm Monday to Friday</p>	
Staffing Structure	<a href="http://www.rugeleytowncouncil.gov.uk/The_Town_Council_11325.aspx">http://www.rugeleytowncouncil.gov.uk/The_Town_Council_11325.aspx</a>	FOC
<b>Class 2 – What we spend and how we spend it</b>		
Annual Return Form and report by the internal auditor	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_and_Policy_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance_and_Policy_Information_11335.aspx</a></p> <p>Scroll down to Finance Documents and the Annual Returns and associated documentation are placed here.</p>	FOC

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Finalised Budget	<a href="http://www.rugeleytowncouncil.gov.uk/Finance_and_Policy_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance and Policy Information 11335.aspx</a>	FOC
Precept	<a href="http://www.rugeleytowncouncil.gov.uk/Finance_and_Policy_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance and Policy Information 11335.aspx</a>	FOC
Borrowing Approval Letter	No Borrowings are held by the Town Council	N/A
Financial Regulations	<a href="http://www.rugeleytowncouncil.gov.uk/Finance_and_Policy_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance and Policy Information 11335.aspx</a>	FOC
Grants given and received	Grant applications and the Terms and conditions for applying are held: <a href="http://www.rugeleytowncouncil.gov.uk/Finance_and_Policy_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance and Policy Information 11335.aspx</a> Scroll to the section marked Grants.  Grants Awarded are held in the same place.	FOC
List of current contracts awarded and value of contracts	Information coming soon	
Members allowances and expenses	The only Councillor to claim an allowance is the Chair of the Council. The amount available to be claimed is determined at the Annual Town Council meetings held in May. For 2018/2019 this was agreed as £500 (five hundred pounds only)	N/A
<b>Class 3 – What are priorities are and how we are doing</b>		
Neighbourhood Plan	Rugeley Town Council is not currently considering a Neighbourhood Plan. This may change over time.	N/A
Annual Report to the Town	<a href="http://www.rugeleytowncouncil.gov.uk/Annual_Meetings_21292.aspx">http://www.rugeleytowncouncil.gov.uk/Annual Meetings 21292.aspx</a>	FOC
Quality Status	Rugeley Town Council has achieved Local Council Award – Foundation Level. Work is now underway to apply for Quality Level.	

## Rugeley Town Council Freedom of Information Data Schedule

Class 4 – How we make decisions		
Timetable of meetings	Full Council meetings are generally held on the 1 <sup>st</sup> Wednesday of the month, starting at 7.30pm in the Town Council Offices. Planning Committee and Finance & Management Committee are held on the 3 <sup>rd</sup> Wednesday of the month starting at 7.00pm. The Rose Theatre Committee and Community Engagement Committee are held on the second Wednesday of the month starting 7.00pm and 7.30pm respectively.	
Agendas of meetings	<a href="http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx">http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx</a>	FOC
Minutes of meetings <i>(not including any information that has been deemed as private to the meeting)</i>	<a href="http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx">http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx</a>	FOC
Reports presented to the council meetings <i>(excluding information that is properly regarded as private to the meeting)</i>	<a href="http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx">http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx</a>	FOC
Responses to consultation papers	Responses to papers are noted within full council minutes <a href="http://www.rugeleytowncouncil.gov.uk/Full_Council_11490.aspx">http://www.rugeleytowncouncil.gov.uk/Full_Council_11490.aspx</a>	FOC
Responses to planning applications	<a href="http://www.rugeleytowncouncil.gov.uk/Planning_Committee_11488.aspx">http://www.rugeleytowncouncil.gov.uk/Planning_Committee_11488.aspx</a>	FOC
Byelaws	Rugeley Town Council do not have byelaws	N/A

## Rugeley Town Council Freedom of Information Data Schedule

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Committee and subcommittee terms of reference</li> <li>• Delegated authority in respect of the Town Clerk</li> <li>• Members Code of Conduct</li> <li>• Recruitment policies (including any vacancies)</li> <li>• Policies and procedures for handling requests for</li> </ul>	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx</a></p> <p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx</a></p> <p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx</a></p> <p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx</a></p> <p>Vacancies are advertised when we get them.</p> <p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx</a></p>	<p>FO C</p>

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<p>information</p> <ul style="list-style-type: none"> <li>Complaints procedures (including those covering request for information and operating the publication scheme)</li> </ul>	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance Policy and Grant Information 11335.aspx</a></p>	
<p>Information security policy</p>	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance Policy and Grant Information 11335.aspx</a></p>	
<p>Records Management policies (records retention, destruction, archives)</p>	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance Policy and Grant Information 11335.aspx</a></p>	
<p>Data Protection policies</p>	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance Policy and Grant Information 11335.aspx</a></p>	
<p>Schedule of Charges</p>	<p>Rugeley Town Council do not currently charge for information as most public information is available on the councils website. Should documentation require photocopying, a notional charge of 10p per sheet may be required depending on the amount of information to be copied.</p>	
<p><b>Class 6 – Lists and Registers</b></p>		
<p>Assets Register</p>	<p><a href="http://www.rugeleytowncouncil.gov.uk/Finance_Policy_and_Grant_Information_11335.aspx">http://www.rugeleytowncouncil.gov.uk/Finance Policy and Grant Information 11335.aspx</a></p>	
<p>Register of members Interest</p>	<p>These are listed under the Councillors names:  <a href="http://www.rugeleytowncouncil.gov.uk/Councillors_11330.aspx">http://www.rugeleytowncouncil.gov.uk/Councillors 11330.aspx</a></p>	

## Rugeley Town Council Freedom of Information Data Schedule

Register of gifts and hospitality	Information coming soon	

<b>Class 7 – The services we offer</b>		
Rose Theatre	<a href="http://www.rugeleytowncouncil.gov.uk/Rose_Theatre_11332.aspx">http://www.rugeleytowncouncil.gov.uk/Rose Theatre 11332.aspx</a>	
Council offices	<a href="http://www.rugeleytowncouncil.gov.uk/The_Town_Council_11325.aspx">http://www.rugeleytowncouncil.gov.uk/The Town Council 11325.aspx</a>	