

## Rugeley Town Council Freedom of Information Data Schedule

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
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 Council officers and 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                                 please access from Church Street (WS15 2AB)</p> <p>Rose Theatre   for vehicle and level access</p> <p>Taylors Lane</p> <p>Rugeley</p> <p>Staffordshire</p> <p>WS15 2AA</p> <p>Email: <a href="mailto:office@rugeleytowncouncil.gov.uk">office@rugeleytowncouncil.gov.uk</a></p> <p>Tel: 01889 574074</p> <p>Office Hours are 9.30am – 3.30pm 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
Class 2 – What we spend and how we spend it		
Annual Return Form and report by the internal auditor	<p><a href="#">Finance, Policy &amp; Grant Information - Rugeley Town Council</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	Any enquiries concerning information about the final budget should be directed to the Responsible financial officer via email: <a href="mailto:finance@rugeleytowncouncil.gov.uk">finance@rugeleytowncouncil.gov.uk</a>  Or can be found in discussions held at Finance and Management Committee and Full Council: <a href="#">Council Meetings - Rugeley Town Council</a>	FOC
Precept	Any enquiries concerning information about the Precept and detailed budget break down should be directed to the Responsible financial officer via email: <a href="mailto:finance@rugeleytowncouncil.gov.uk">finance@rugeleytowncouncil.gov.uk</a>	FOC
Borrowing Approval Letter	No Borrowings are held by the Town Council	N/A
Financial Regulations	<a href="#">2021 Financial Regulations v9 November 2021 FINAL.pdf (rugeleytowncouncil.gov.uk)</a>	FOC
Grants given and received	Grant applications and the Terms and conditions for applying are held: <a href="#">Grants - Rugeley Town Council</a>  Grants Awarded are held: <a href="#">Grant list for web site 2020 - 2021.pdf (rugeleytowncouncil.gov.uk)</a>	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 2019/2020 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	The designation report for a Neighbourhood Plan has been approved by Cannock Chase District Council. A survey has been distributed for public comment and can be completed online here: <a href="#">Neighbourhood Plan - Rugeley Town Council</a>	N/A

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Annual Report to the Town	<a href="#">Annual Meetings - Rugeley Town Council</a>	FOC
Quality Status	Rugeley Town Council has achieved Local Council Award – Quality Level. We are keen to always progress and develop and are currently working on the Gold Level.	
<b>Class 4 – How we make decisions</b>		
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 and 7.30pm respectively. 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

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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

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> </ul>	<p><a href="#">2021 Standing Orders v6 agreed May 2021.pdf (rugeleytowncouncil.gov.uk)</a></p> <p><a href="#">Terms of Reference Version 5 October 2021.pdf (rugeleytowncouncil.gov.uk)</a></p> <p><a href="#">2021 Standing Orders v6 agreed May 2021.pdf (rugeleytowncouncil.gov.uk)</a></p> <p><a href="#">Code of Conduct October 2019 latest.pdf (rugeleytowncouncil.gov.uk)</a></p> <p><a href="#">Vacancies - Rugeley Town Council</a></p>	FOC

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<ul style="list-style-type: none"> <li>• Policies and procedures for handling requests for information</li>   <li>• Complaints procedures (including those covering request for information and operating the publication scheme)</li> </ul>	<p><a href="#">Finance, Policy &amp; Grant Information - Rugeley Town Council</a></p> <p><a href="#">Complaints procedure July 2017 .pdf (rugeleytowncouncil.gov.uk)</a></p>	
<p>Information security policy</p>	<p><a href="#">Rugeley Town Council - Information Security Incident Policy</a></p>	
<p>Records Management policies (records retention, destruction, archives)</p>	<p><a href="#">Rugeley Town Council - Retention of Documents</a></p>	
<p>Data Protection policies</p>	<p><a href="#">Rugeley Town Council - Final Information Protection Policy</a>  <a href="#">Rugeley Town Council - Information Security Incident Policy</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>	

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Class 6 – Lists and Registers		
Assets Register	The Councils Asset Register is continually updated. All requests for information pertaining to this should be emailed to <a href="mailto:finance@rugeleytowncouncil.gov.uk">finance@rugeleytowncouncil.gov.uk</a>	
Register of members Interest	These are listed under the Councillors names: <a href="#">Councillors - Rugeley Town Council</a>	
Register of gifts and hospitality	Information coming soon	
Class 7 – The services we offer		
Rose Theatre	<a href="http://rugeley-rose-theatre.co.uk">The Rugeley Rose Theatre   Community Hall &amp; Theatre (rugeley-rose-theatre.co.uk)</a>	
Council offices	<a href="#">The Town Council - Rugeley Town Council</a>	