



# **LEDBURY TOWN COUNCIL**

## **FREEDOM OF INFORMATION ACT 2000 GUIDE TO INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME**

**Date Drafted: 14/03/2025**

**Next Review:**

**LEDBURY TOWN COUNCIL  
FREEDOM OF INFORMATION ACT 2000**

## **GUIDE TO INFORMATION AVAILABLE FROM LEDBURY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

### ***Schedule of charges***

All information is available to view without charge but if photocopies are required, a charge of 10p per sheet will be requested. If documents are required to be posted, the current rate of postal charges will be requested. If the documents are requested to be provided in a language other than English, the translation fee will be payable by the person requesting the information.

### ***Archive Material***

Please note that documents required to be kept permanently are transferred to Herefordshire Council's Record Office after six years. They may be viewed there during office hours.

<b>DOCUMENT</b>	<b>PERIOD OF RETENTION</b>	<b>FORMAT</b>
<b><i>Organisational structure and Contact details</i></b>		
Who's who on the Council and its Committees and representation on local bodies	All current information, updated annually	Available on the Town Council web site or paper copies
Contact details for the Town Clerk and Council members		
Location of Town Council Office and accessibility details		
Staffing structure		

<b><i>Accounts and Audit Documents</i></b>		
Annual Accounts	current year + 6	On website or paper copies
Budget Files	current year + 6	
Budget Working Papers	current year + 2	
Receipts	current year + 6	
Cheque stubs	current year + 6	
Cancelled cheques	current year + 2	
Bank Statements	current year + 6	
Annual Return	current year + 6	
Annual Statutory Report by Auditor (External or Internal)	current year + 6	
Receipts and Payments Account	current year + 6	
All items of expenditure above £100	Current year + 6	
Borrowing Approval letter	Current year + 6	
Petty Cash Book	current year + 6	
Precept requests	current year + 6	
VAT records	current year + 6	
Financial Regulations	Permanent	
Assets Register	Permanent	
Risk Assessments	current year + 6	N/A
Loan sanction approvals	current year + 6 years after loan is paid up	
List of grants given and received	Current year + 6	Paper copy

Current contracts awarded and value of the contract	Current year + 6	Paper copy to exclude commercially sensitive information e.g. quotes, tenders, loan documentation, insurance policies, (data protections, unfair advantage to third parties)
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<b><i>Creditor Records</i></b>		
Copies of orders	current year + 2	Paper copies
Credit Notes	current year + 6	
Creditor Invoices	current year + 6	
Delivery Notes	current year + 2	
Petty Cash documents	current year + 2	
Periodic payment receipts	current year + 6	

<b><i>Insurance Documents</i></b>		
Insurance policies	Permanent	Paper copies
Claims	6 years	

<b><i>Legal Documents</i></b>		
Deeds	Permanent	Paper copies

<b><i>Members' Records</i></b>		
Code of Conduct	Permanent	On web site or paper copy.
Declaration of Interest Forms	Permanent	Available to inspect in the office All available to inspect in the office
Declaration of Acceptance of Office	Permanent	
Register of Interests Book	Permanent	
Gifts and Hospitality Register	Permanent	
Attendance Register	Permanent	
List of Members' expenses	Current year	Paper copy

<b><i>Council Governance Documents</i></b>		
Minute books	Permanent	Available to inspect in the office or may be photocopied.
Council and Committee reports and agendas	Permanent	
Standing Orders	Permanent	
Council's Annual report to Parish meeting	Permanent	Available on web site.
Parish Plan		Available on website / hard copies available to view at the council offices
Policies and Policy statements issued by Council	Permanent	
Calendar of Meetings	Current year	On web site or paper copy.
Complaints Procedure	Permanent	On web site or paper copy.
Council/Committee minutes and related documents including partnership, agency and external meetings where Council does not own the record	6 years after meeting or 3 years after last action	Paper copies available.

Quality Status		
Responses to consultation documents	6 years	Paper copies available
Local Charters drawn up in accordance with DLUHC's guidelines		Paper copies or on the Herefordshire Council's Website
Data Protection impact assessments; or any other impact assessment such as health and safety or equality (in full or summary format).		
Bye-laws		Paper copy

<b>General</b>		
General Correspondence	2 years	Paper copies
Current information relating to services provided such as closed churchyard, community centres and village halls, recreation facilities and parks, seating, bins, clocks, memorials, festive lighting, street furniture, grounds maintenance, agency agreements, bus shelters, markets, public conveniences, services for which we are entitled to recover a fee and details of the fees (e.g. burial fees)		On web site or paper copy
Press Releases	Permanent	Paper copies

<b>Tender Documents</b>		
Successful tenders	3 years from date of payment	Paper copies
Unsuccessful tenders	Retain until last payment of above made	

<b>Planning and Development Control Records</b>		
Copies of consultation responses	2 years	Paper copies
Copies of Decision Notices	2 years	Herefordshire Council will hold this information.

<b>Other</b>		
Committee and sub-committee Terms of Reference		Website
Delegated Authority in respect of officers		Paper copies
Internal instructions to staff and policies relating to the delivery of services		Paper Copies
Recruitment Policies and details of staff vacancies		Website
Records management, personal data and access to information policies.  Include information security policies, records of retention, destruction and archive policies, and data protection (including data sharing and CCTV usage)		Paper Copies  Website
Disclosure log indicating the information provided in response to FOIA and EIR requests. (recommended as good practice)		Paper copies