



Information available from Chard Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information the Town Council currently holds. If the Council does not hold some of the information listed below, it is marked it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
1. Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website) Councillors - Chard Town Council Chard Town Council	Nil
2. List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Councillors - Chard Town Council	Nil
3. Postal and email address Contact details for: Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Chard Town Council The Guildhall, Fore Street, Chard, TA20 1PP chardtouncouncil@chard.gov.uk Stephen Hill Clerk@chard.gov.uk Councillors - Chard Town Council	Nil

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Location of main Council office and accessibility details	The Guildhall, Fore Street, Chard, TA20 1PP The Guildhall has wheelchair access and a lift.	Nil
Staffing structure	Currently under review	Nil
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website) We currently don't have this on the website. Finances - Chard Town Council	Nil
Statement of accounts and internal audit report in the format included in the Annual Return form	We currently don't have this on the website. Finances - Chard Town Council	Nil
Finalised budget	Finances - Chard Town Council We currently don't have on our website	Nil
Precept	£1,000,645 26/27	
Borrowing Approval letter	NA	
All items of expenditure above £100	Finances - Chard Town Council We currently don't have on or website (£500)	Nil
Financial Standing Orders and Regulations	FINAL-Chard-2025-Standing-Orders-Approved.pdf Chard-2025-Financial-Regulations-Approved-1.pdf	Nil
Grants given and received	Finances - Chard Town Council	Nil
List of current contracts awarded and value of contract	Finances - Chard Town Council We currently don't have on or website	Nil
Members' allowances and expenses	We currently don't have on or website Finances - Chard Town Council	Nil



Mayor's allowance policy	Mayors-Allowance-Policy-Adopted-20-2-2023.pdf	
Reserves Policy	Reserves-Policy-Adopted-by-Full-Council-13-06-2023.pdf	
Investment Strategy	Investment-Strategy-Adopted-17-09-2023.pdf	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website) Work Programmes: Currently in draft format waiting for first review and subsequent approval from Full Council September 2026	Nil
Annual governance statement in format included in the Annual Return form	Finances - Chard Town Council	Nil
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	Meetings - Chard Town Council	Nil
Quality status	NALC Foundation Level	Nil
Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not yet on website, currently being complied for policy review meeting	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website) Meetings - Chard Town Council	

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Current and previous council year as a minimum		Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Meetings - Chard Town Council	Nil
Agendas of meetings (as above)	Meetings - Chard Town Council	Nil
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Meetings - Chard Town Council	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Meetings - Chard Town Council	Nil
Responses to consultation papers	Meetings - Chard Town Council	Nil
Responses to planning applications	Meetings - Chard Town Council We currently don't collate these	Nil
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) Not on the website Allotment - Eviction & Appeals policy Sep 25 No other policies relating to our provision of services	Nil
Policies and procedures for the conduct of Council business: - Procedural standing orders - Committee and sub-committee terms of reference	FINAL-Chard-2025-Standing-Orders-Approved.pdf	Nil



- Delegated authority in respect of officers - Code of Conduct - Policy statements	ADOPTED-Terms-of-Ref-Personnel-Sub-cttee-Marhc-2020.pdf ADOPTED-Terms-of-Ref-Planning-and-Highways-Committee-March-2020.pdf Scheme-of-Delegation-Adopted-July-2026-1.pdf Dignity-at-Work-Final-CTC-July-2023.pdf No policy statement on the website	
Policies and procedures for the provision of services and about the employment of staff: - Internal instructions to staff and policies relating to the delivery of services - Equality and diversity policy - Health and safety policy - Recruitment policies and details of current vacancies - Policies and procedures for handling requests for information - Complaints procedures (including those covering requests for information and operating the publication scheme)	1.-Absence-Management-Policy-July-2026.pdf 2.-Flexible-Working-Policy-July-2026.pdf 3.-Leave-Policy-April-2026-GREEN-BOOK-FINAL-July-2026.pdf 4.-Probation-Policy-July-2026.pdf 5.-Reasonable-Adjustments-Policy-July-2026.pdf 6.-Appraisals-Policy-July-2026.pdf	Nil
Records management, personal data and access to information policies Include information security policies, records	Communications-Public-Relations-Policy-Adopted-14-11-22.pdf	Nil

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retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Councillor-Email-internet-device-acceptable-use-policy-adopted-14-1.pdf 2.-Readopted-9-5-2023-Complaints-Policy.pdf Chard-Town-Council-Data-Protection-Policy.pdf Out-of-Hours-Call-Out-Policy-Adopted-11-09-2023.pdf Guidance-on-Busking-in-Chard-adopted-11-09-2023.pdf Unauthorised-Encampment-Policy-Adopted-11-09-2023-1.pdf	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	n/a	
Assets register, including details of public land and building assets		Nil
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	n/a	
Register of members' interests	Councillors - Chard Town Council	Nil
Register of gifts and hospitality	n/a	

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Allotment - Eviction & Appeals policy Sep 25	
Burial grounds and closed churchyards	Nothing on the website	
Community centres and village halls	Nothing on the website	
Parks, playing fields and recreational facilities	Nothing on the website	
Seating, litter bins, clocks, memorials and lighting	Nothing on the website	
Bus shelters	n/a	
Markets	Nothing on the website	
Public conveniences	Bath St Toilets nothing on the website	
Agency agreements	n/a	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	n/a	
Additional Information Information not itemised in the lists above	n/a	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *

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	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred