



## Freedom of Information Act

### Information available from Biggleswade Town Council under the model publication scheme

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 Council and its Committees	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p
Contact details for Town Clerk and Council members	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p
Location of main Council office	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p
Staffing structure	Hard copy – Council Offices	10p

<b>Class 2 – What we spend and how we spend it</b>		
Final accounts (Annual Return) and report by auditor	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
Financial Standing Orders and Regulations	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
Grants given and received (included in minutes and Annual Financial Review)	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Council Newsletter	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
Agendas of meetings	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
Minutes of meetings	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
Reports presented to council meetings	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet
Responses to planning applications (included in minutes of Planning and Consultation Committee)	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> Hard copy – Council Offices	Free 10p per sheet

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:  Standing orders	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> or Hard copy – Council Offices	Free 10p per sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list Cemetery Registers)	By inspection at Biggleswade Town Council Offices	Free
Register of members’ interests (as listed in the minutes)	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> or Hard copy – Council Offices	Free 10p per sheet
<b>Class 7 – The services we offer</b>		
Allotments	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Burial grounds	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Car Parks	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Community Centre	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Markets	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Parks, playing fields and recreational facilities	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Public conveniences	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a>	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<a href="https://biggleswadetowncouncil.gov.uk/">https://biggleswadetowncouncil.gov.uk/</a> or Hard copy – Council Offices	Free 10p per sheet

**Contact details:**

**Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Bedfordshire  
SG18 8DL**

**Telephone: 01767 313134**

**Email: [enquiry@biggleswadetowncouncil.gov.uk](mailto:enquiry@biggleswadetowncouncil.gov.uk)**

**Schedule of Charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority