



Freedom of Information Policy

The Brunton Memorial Hall

Riverside Rise

Allington

Wiltshire

SP4 0AF

Purpose

To satisfy the requirements of the Information Commissioner arising from the Freedom of Information Act 2000 The Brunton Memorial Hall Committee (TBMHC) has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as TBMHC is made readily available to the public, either free of charge or on payment.

Further information about the Freedom of Information Act is available from the Information Commissioner's Office at www.ico.gov.uk

The information maintained by TBMHC comprises of both mandatory documents and optional documents.

Contact

Information is available for inspection by appointment with the Committee Secretary telephone Janet Stanford email villagehall@allingtonandboscombe.org.uk

TBMHC is run by Trustees and volunteers, therefore prior notification of an information request will be of assistance in arranging for the officer to be available to provide assistance and ensure that lengthy documents and copies can be made available.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The agenda and public minutes are available on the Brunton Memorial Hall website as far as practicable.

Papers relating to employment issues (personal records' i.e. appraisals, employee-specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 1998), issues of a confidential commercial nature and other items presented under the confidential/exempt part of an Agenda are excluded.

Core Classes of Information

Information	Format in which it is available	Charge for Supply Yes/No
Agendas and Minutes	<ul style="list-style-type: none"> • Website • Hard Copy 	FOC
Assets Register		FOC
Booking terms and conditions		FOC
Complaints Policy		FOC
Conflict of Interest Policy		FOC
Environment, Trees and Wildlife Policy		FOC
Equal opportunities Policy		FOC
Frequently asked questions		FOC
Finance Policy		FOC
Fire Safety Policy		FOC
Freedom of Information Policy		FOC
GDPR Policy		FOC
Health and Safety Policy		FOC
Risk assessment		FOC
Safeguarding children and vulnerable adults		FOC
Social Media Policy		FOC
Volunteer Policy		FOC
Members register of Interests		FOC
Employers Liability Certificate		FOC
Insurance policy		FOC
Financial Regulations		FOC
Annual Account Statement		FOC
Annual Audit Return		FOC