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| INFORMATION AVAILABLE FROM ASHINGTON TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME |
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| Information to be published | How the information can be obtained | Cost |
|--|---|----------|
| Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts) This will be current information only. | Hard copy, email or website | 5p/sheet |
| Who's who on the Council and its Committees | Hard copy, email or website | 5p/sheet |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy, email or website | 5p/sheet |
| Location of main Council office and accessibility details | Hard copy, email or website, notice board | 5p/sheet |
| Staffing structure | Hard copy | 5p/sheet |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Information for current financial year and dated back to 2013/14. | Hard copy, email or website | 5p/sheet |
| Annual return form and report by auditor | Hard copy, email or website | 5p/sheet |
| Finalised budget | Hard copy, email or website | 5p/sheet |
| Precept | Hard copy, email or website | 5p/sheet |



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| Borrowing Approval letter | Not applicable/No borrowing undertaken | |
| Financial Standing Orders and Regulations | Hard copy, email or website | 5p/sheet |
| Grants given and received | Hard copy, email or website | 5p/sheet |
| List of current contracts awarded and value of contract | Hard copy, email or website | 5p/sheet |
| Members' allowances and expenses | Not applicable except occasional travel | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews) | | |
| Current and previous year | Hard copy | 5p/sheet |
| Parish Plan (current and previous year as a minimum) | Not applicable | |
| Annual Report to Annual Town Meeting (current and dated back to 2003/4) | Hard copy | No charge |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | None in place | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Information for current year and dated back to January 2015. | Hard copy, email or website | 5p/sheet |
| Timetable of meetings (Council and any committee/sub-committee meetings and town meetings) | Hard copy, email or website | 5p/sheet |



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| Agendas of meetings (as above) | Hard copy, email or website and on council noticeboard 3 clear days in advance of meeting | 5p/sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy, email or website | 5p/sheet |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy, email or website | 5p/sheet |
| Responses to consultation papers | Hard copy, email or website | 5p/sheet |
| Responses to planning applications | Hard copy, email or website | 5p/sheet |
| Bye-laws | None in place | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Hard copy, email or website | 5p/sheet |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements | Hard copy, email or website (where adopted) | 5p/sheet |



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| Financial Regulations Model Public Scheme Equality, Diversity and Inclusion Policy All other policies | | |
| 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, Diversity and Inclusion Policy Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy, email or website (where adopted) | 5p/sheet |
| Information security policy | Hard copy | 5p/sheet |
| Records management policies (records retention, destruction and archive) | Hard copy, email or website (where adopted) | 5p/sheet |
| Data protection policies | Hard copy, email or website (where adopted) | 5p/sheet |
| Schedule of charges (for the publication of information) | On this document, hard copy, email or website | 5p/sheet |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy, email or website (some information may only be available for inspection) | 5p/sheet |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy, email or website (some information may only be available for inspection) | 5p/sheet |
| Assets register | Hard copy, email or website | 5p/sheet |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Apply to Clerk | |
| Register of members' interests | Hard copy or website | 5p/sheet |
| Register of gifts and hospitality | Hard copy or website | 5p/sheet |
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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, email or website (some information may only be available for inspection) | 5p/sheet |
| Allotments | 8 Allotment sites are owned/leased by the Council. 7 are managed by Allotment Associations and 1 by the Council. | |
| Burial grounds and closed churchyards | None | |
| Community centres and village halls | None | |



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| Parks, playing fields and recreational facilities | 10 Play Areas are managed by the Council. | |
| Seating, litter bins, clocks, memorials and lighting | Details are available on the website and Assets Register | |
| Bus shelters | Details are available on the website and Assets Register | |
| Markets | None | |
| Public conveniences | None | |
| Agency Agreements, Partnership Agreements and Memorandum of Undertakings Neighbourhood Services/NCC, Environmental Enforcement/NCC, Hirst Park/NCC | Hard copy, email or website | 5p/sheet |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. allotment rent) | Hard copy, email or website | 5p/sheet |
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Contact details:
Sarah Eden (Town Clerk)
clerk@ashingtontowncouncil.gov.uk
Tel: (01670) 624521
Website: www.ashingtontowncouncil.gov.uk



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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 @ 5p per sheet (black & white) | Actual cost of copying/paper |
| | Photocopying @ 10p per sheet (colour) | Actual cost of copying/paper |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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