



## MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations, and contacts)</p> <p>This will be current information only.</p>	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
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Information for current financial year and dated back to 2013/14.</p>	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
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	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)</p> <p>Current and previous year</p>	Hard copy	5p/sheet



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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	
<b>Class 4 – How we make decisions</b> (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
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	
<b>Class 5 – Our policies and procedures</b> (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	Hard copy, email or website (where adopted)	5p/sheet



## MODEL PUBLICATION SCHEME

Code of Conduct Policy statements 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
<b>Class 6 – Lists and Registers</b>  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	



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Register of members' interests	Hard copy or website	5p/sheet
Register of gifts and hospitality	Hard copy or website	5p/sheet
<b>Class 7 – The services we offer</b> (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. 4 are managed by Allotment Associations and 4 by the Council.	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	7 Play Areas are managed by the Council.	
Seating, litter bins, 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	
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

**Contact details:**

**Sarah Eden (Town Clerk)**

[clerk@ashingtontowncouncil.gov.uk](mailto:clerk@ashingtontowncouncil.gov.uk)

**Tel: (01670) 624521**

**Website: [www.ashingtontowncouncil.gov.uk](http://www.ashingtontowncouncil.gov.uk)**



## MODEL PUBLICATION SCHEME

### 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
<b>Disbursement cost</b>	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 <sup>nd</sup> class