

**Information available from Towcester Town Council
under the Model Publication Scheme (www.towcester-tc.gov.uk)**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard Copy / Website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy / Website	N/A
Location of main Council office and accessibility details	Hard Copy / Website	N/A
Staffing structure	Website	N/A
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy / Website	N/A
Finalised budget	Hard Copy / Website	N/A

Precept	Hard Copy	N/A
Borrowing Approval letter	Hard Copy	N/A
Financial Standing Orders and Regulations	Hard Copy / Website	N/A
Grants given and received	Hard Copy	N/A
List of current contracts awarded and value of contract	Hard Copy	N/A
Members' allowances and expenses	Hard Copy	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	N/A
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy / Website	N/A
Agendas of meetings (as above)	Hard Copy / Website	N/A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Website	N/A
Reports presented to council meetings - nb this will exclude information that is properly	Hard Copy	N/A

regarded as private to the meeting.		
Responses to consultation papers	Hard Copy	N/A
Responses to planning applications	Hard Copy / Website	N/A
Bye-laws	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy / Website Hard Copy / Website Hard Copy / Website Hard Copy / Website Hard Copy	N/A N/A N/A N/A N/A
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity 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	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	N/A N/A N/A N/A N/A N/A

operating the publication scheme)		
Information security policy	Hard Copy	N/A
Records management policies (records retention, destruction and archive)	Hard Copy	N/A
Data protection policies	Hard Copy	N/A
Schedule of charges)for the publication of information)	N/A	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	N/A
Assets Register	Hard Copy	N/A
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)	N/A	
Register of members' interests	Hard Copy / Website	
Register of gifts and hospitality	Hard Copy / Website	
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		
Allotments	Hard Copy / Website	N/A
Burial grounds and closed churchyards	Hard Copy / Website	N/A
Community centres and village halls	Hard Copy / Website	N/A

Parks, playing fields and recreational facilities	Hard Copy / Website	N/A
Seating, litter bins, clocks, memorials and lighting	Hard Copy / Website	N/A
Bus shelters	Hard Copy / Website	N/A
Markets	Website	N/A
Public conveniences	N/A	
Agency agreements	Hard Copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: **Dianne Isaacs, Town Clerk**
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