

Information available from Stotfold Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy and/or website	Free
Contact details for parish Clerk and Council Members	Hard copy and/or website	Free
Location of main Council office and accessibility details	Hard copy and/or website	Free
Staffing structure	Hard copy and/or website	Free
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)		
Annual return form and report by auditor	Hard copy	10p/sheet
Finalised budget	Hard copy	10p/sheet
Precept	Hard copy	10p/sheet
Borrowing approval letter	Hard copy	10p/sheet
Financial Standing Orders and Regulations	Hard copy	10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	10p/sheet
Annual Report to Parish or Community meeting	Hard copy/website	Free
Quality Status	Hard copy	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	10p/sheet

Carried out 26/11/08

Approved by Council 05/12/08

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/website	Free
Agendas of meetings (as above)	Hard copy	Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Hard copy/website	Free
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Hard copy	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/sheet
Bye-laws	Hard copy	10p/sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 Hard copy Hard copy Hard copy Hard copy	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
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	Hard copy Hard copy Hard copy Hard copy Hard copy	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p/sheet
Information security policy	Hard copy	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet
Data protection policies	Hard copy	10p/sheet

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Schedule of charges (for the publication of information)	Hard copy	Free
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Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy/by appointment	Free
Assets register	By appointment	Free
Disclosure log	By appointment	Free
Register of Members' interests	Hard copy	10p/sheet
Register of gifts and hospitality	Hard copy	10p/sheet

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses)		
Allotments	Hard copy	Free
Burial grounds and closed churchyards	Hard copy/website	Free
Community centres and village halls	Hard copy/website	Free
Parks, playing fields and recreational facilities	Hard copy/website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters	Hard copy	Free
Markets	n/a	
Public conveniences	Hard copy	Free
Agency agreements	Hard copy	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Free

Additional Information		
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CONTACT DETAILS

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 Tel: 01462 730064 Email: enquiries@stotfoldtowncouncil.gov.uk

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class (for appropriate weight)
Statutory fee		In accordance with the relevant legislation
Other		

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