

Information available from Maltby Town Council under the model publication scheme

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	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy	Free
Location of main Council office and accessibility details	Hard Copy	Free
Staffing structure	Hard Copy	Free
<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	Free

Finalised budget	Hard Copy	Free
Precept	Hard Copy	Free
Borrowing Approval letter	Hard Copy	Free
Financial Standing Orders and Regulations	Hard Copy	Free
Grants given and received	Hard Copy	Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' allowances and expenses	Hard Copy	Free
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)	Hard Copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	Free
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	Free
Agendas of meetings (as above)	Hard Copy	Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free

Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Hard Copy	Free
Bye-laws	N/A	N/A
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	Free
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	Free

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard Copy	Free
Records management policies (records retention, destruction and archive)	Hard Copy	Free
Data protection policies	Hard Copy	Free
Schedule of charges)for the publication of information)	Hard Copy	Free
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	Free
Assets Register	Hard Copy	Free
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)	Hard Copy	Free
Register of members' interests	Hard Copy	Free
Register of gifts and hospitality	Hard Copy	Free
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		Charge
Allotments	Hard Copy	Free
Burial grounds and closed churchyards	N/A	N/A

Community centres and village halls	Hard Copy	Free
Parks, playing fields and recreational facilities	Hard Copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Free
Bus shelters	N/A	N/A
Markets	Hard Copy	Free
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 This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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	Nil	Nil
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority