

Information available from Northam 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>	(hard copy and website)	
Who's who on the Council and its Committees	(hard copy and website)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and website)	
Location of main Council office and accessibility details	(hard copy and website)	
Staffing structure	(hard copy and website)	
<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>	(hard copy)	
Annual return form and report by auditor	(hard copy)	

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

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	(hard copy)	
Responses to consultation papers	(hard copy)	
Responses to planning applications	(hard copy and website)	
Bye-laws	(hard copy and website)	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	N/a	
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 where applicable) (hard copy and website)	
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 where applicable)	

Complaints procedures (including those covering requests for information and operating the publication scheme)	(some hard copy some website)	
Information security policy	N/a	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Hard copy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy)	
Assets Register	(hard copy)	
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)	
Register of members' interests	(hard copy and website)	
Register of gifts and hospitality	(hard copy)	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	(hard copy)	
Burial grounds and closed churchyards	N/a	

Community centres and village halls	(hard copy and website)	
Parks, playing fields and recreational facilities	(hard copy and website)	
Seating, litter bins, clocks, memorials and lighting	(hard copy)	
Bus shelters	(hard copy)	
Markets	N/a	
Public conveniences	(hard copy)	
Agency agreements	N/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Northam Town Council endeavours to publish as much information as possible on the website www.northamtowncouncil.co.uk	

Contact details: Town Clerk

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