

Information available from Northam 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 (Current organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) Location of main Council office and accessibility details Staffing structure	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.
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. Current and previous financial year only).		
Annual return form and report by auditor Finalised budget Precept Borrowing Approval letter Financial Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Northam Town Council Vision Statement Northam Town Council Report to Electors (current and previous year only)	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>continued</i>		
Northam Town Council EMERGING Neighbourhood Plan	Copies are not currently available as the Northam Neighbourhood Plan Advisory Group continue to consider the detail of the Plan to be presented to the Community for consultation.	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, and any constituted committee, sub-committee meetings, advisory group, working group and Town meetings) Agendas of meetings (as above) Minutes of meetings (as above) ¹ Reports presented to council meetings ² Responses to consultation papers Responses to planning applications Bye-laws	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<i>Policies and procedures for the conduct of council business:</i> Standing Orders Constituted committee, sub-committee meetings, advisory group, working group terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.
<i>Policies and procedures for the provision of services and about the employment of staff:</i> Equality and diversity policy Dignity at Work Grievance Procedure Health and safety policy Flexible Working Lone Worker Complaints procedures	Maternity Time Off Performance and Conduct Whistleblowing Recruitment and Selection (including current vacancies) Policies and procedures for handling requests for information	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.

¹ NOTE: this will exclude information that is properly regarded as private to the meeting, including details of any Part B considerations and/or decisions as appropriate.

² NOTE: this will exclude information that is properly regarded as private to the meeting, including details of any Part B considerations and/or decisions as appropriate.

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) *continued*

<p><i>Other policies and procedures:</i> Privacy Policy Schedule of charges (for the publication of information) Anti-Fraud Data Protection Dealing with the Press and Media Environmental Grants No Smoking</p>	<p>All information available free to access on the Council Website www.northamtowncouncil.gov.uk.</p> <p>Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk.</p> <p>Paper copies from the Town Council Offices for which a charge is made.</p>	<p>Free</p> <p>Free</p> <p>All items: 75p per A4 sheet; £1 per A3.</p>
--	--	--

Class 6 – Lists and Registers Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)

<p>Assets Register Disclosure log (indicating the information that has been provided in response to requests) Register of members' interests Register of gifts and hospitality</p>	<p>All information available free to access on the Council Website www.northamtowncouncil.gov.uk.</p> <p>Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk.</p> <p>Paper copies from the Town Council Offices for which a charge is made.</p>	<p>Free</p> <p>Free</p> <p>All items: 75p per A4 sheet; £1 per A3.</p>
---	--	--

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)

<p>Allotments Northam Hall, Westward Ho! Park Pavilion Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets Public conveniences Northam Burrows Manor Passes and Graziers Rights A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>All information available free to access on the Council Website www.northamtowncouncil.gov.uk.</p> <p>Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk.</p> <p>Paper copies from the Town Council Offices for which a charge is made.</p>	<p>Free</p> <p>Free</p> <p>All items: 75p per A4 sheet; £1 per A3.</p>
---	--	--

This describes how the charges have been arrived at:

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
Disbursement cost	Photocopying @ 75p per A4 sheet (black & white or colour)	Cost of materials 25p plus an amount for the prioritisation of Officer time
	Photocopying @ 75p per A3 sheet	Cost of materials 25p plus an amount for the prioritisation of Officer time
	Postage costs included	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	
Other	N/A	

Contact details: Town Clerk

Address: Town Hall, Windmill Lane, Northam, EX39 1BY

Telephone: 01237 474976

Email: townclerk@northamtowncouncil.gov.uk