

## Information available from Tidworth Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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/or website)	Free
Who's who on the Council and its Committees	(hard copy and/or website)	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website and/or notice boards)	Free
Location of main Council office and accessibility details	(hard copy and/or website)	Free
Staffing structure	(hard copy and/or website)	Free
<p><b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	Photocopying @ 0.10p per sheet (black & white)

Annual return form and report by auditor	Town Office	Photocopying @ 0.10p per sheet (black & white)
Finalised budget	Town Office	Photocopying @ 0.10p per sheet (black & white)
Precept	Town Office	Photocopying @ 0.10p per sheet (black & white)
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Town Office/Website	Photocopying @ 0.10p per sheet (black & white)
Grants given and received	Town Office	Photocopying @ 0.10p per sheet (black & white)
List of current contracts awarded and value of contract	Town Office	Photocopying @ 0.10p per sheet (black & white)
Members' allowances and expenses	Town Office	Photocopying @ 0.10p per sheet (black & white)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Quality status	N/A	Photocopying @ 0.10p per sheet (black & white)

Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Town Office/website	Photocopying @ 0.10p per sheet (black & white)
Agendas of meetings (as above)	Notice Boards/website	Photocopying @ 0.10p per sheet (black & white)
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	(Town Office and/or website)	Photocopying @ 0.10p per sheet (black & white)
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	(Town Office and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to consultation papers	(Town Office and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to planning applications	(Town Office and/or website)	Photocopying @ 0.10p per sheet (black & white)
Bye-laws	(Town Office and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Town Office	Photocopying @ 0.10p per sheet (black & white)

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Town Office Some available on Website	Photocopying @ 0.10p per sheet (black & white)
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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 operating the publication scheme)</p>	Town Office/Website	Photocopying @ 0.10p per sheet (black & white)
Information security policy	Town Office/Website	
Records management policies (records retention, destruction and archive)	Town Office/Website	Photocopying @ 0.10p per sheet (black & white)
Data protection policies	Town Office/Website	Photocopying @ 0.10p per sheet (black & white)
Schedule of charges (for the publication of information)	Town Office/Website	Photocopying @ 0.10p per sheet (black & white)

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Information and Inspection at Town Office only (some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Information and Inspection at Town Office only (some information may only be available by inspection)</p>	
<p>Assets Register</p>	<p>Information and Inspection at Town Office only (some information may only be available by inspection)</p>	
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish/town councils)</p>	<p>Information and Inspection at Town Office only (some information may only be available by inspection)</p>	
<p>Register of members' interests</p>	<p>Information and Inspection at Town Office only (some information may only be available by inspection)</p>	
<p>Register of gifts and hospitality</p>	<p>Information and Inspection at Town Office only (some information may</p>	

	only be available by inspection)	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Parks	Information and Inspection at Town Office only (some information may only be available by inspection)	
Community Centre	Information and Inspection at Town Office only (some information may only be available by inspection)	
Bus shelters	Information and Inspection at Town Office only (some information may only be available by inspection)	
Cemetery	Information and Inspection at Town Office only (some information may only be available by inspection)	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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**Contact details:**

**Mrs C J Lovell – Town Clerk**

**Community Centre**

**Wylve Road**

**Tidworth**

**SP9 7QQ**

**01980 847390**

**townclerk@tidworthtowncouncil.gov.uk**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @0.60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00 Current limit £450.00 based on 18 hours @£25.00 per hour	In accordance with the relevant legislation

\* the actual cost incurred by the public authority