



ALCESTER TOWN COUNCIL

Information available from Alcester Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website and Notice Board	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Notice Board	Free
Location of main Council office and accessibility details	Website and Notice Board	Free
Staffing structure	Hardcopy	£1
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 as a minimum	(hard copy and/or website)	
Annual return form and report by auditor		
Finalised budget	Hard Copy	£1



ALCESTER TOWN COUNCIL

Information available from Alcester Town Council under the model publication scheme

Precept	Hard Copy	£1
Borrowing Approval letter	Hard Copy	£1
Financial Standing Orders and Regulations	Website Hard Copy	Free £1
Grants given and received	Hard Copy	£1
List of current contracts awarded and value of contract	Hard Copy	£5
Members' allowances and expenses	Not Applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Plan	Website Hard Copy	Free £5
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free £2
Quality status	Website Hard Copy	Free £5
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free £1
Agendas of meetings (as above)	Website	Free



ALCESTER TOWN COUNCIL

Information available from Alcester Town Council under the model publication scheme

	Hard Copy	£2
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free £2
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free £2
Responses to consultation papers	Hard Copy	£2
Responses to planning applications	Hard Copy	£2
Bye-laws	Hard Copy	£2
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	£2 £2 £2 £2 £2
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	£2 £2 £2 £2 £2



ALCESTER TOWN COUNCIL

Information available from Alcester Town Council under the model publication scheme

Complaints procedures	Hard Copy	£2
Information security policy	Hard Copy	£2
Records management policies (records retention, destruction and archive)	Hard Copy	£2
Data protection policies	Hard Copy	£2
Schedule of charges (for the publication of information)	Hard Copy	£2
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	Hard copy	£2
Assets Register	Hard Copy	£2
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	£2
Register of members' interests	Hard Copy	£2
Register of gifts and hospitality	Hard Copy	£2
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	



ALCESTER TOWN COUNCIL

Information available from Alcester Town Council under the model publication scheme

Alcester Cemetery	By Inspection	
Community centre and Sports Pavilion	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, and memorials	Hard copy	
War Memorial	Hard Copy	
Town Clock	Hard Copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Allotments – Tenancy, Residents and Non Residents Cemetery – Exclusive Right of Burial – Single or Double Cemetery – Interment Fees – Resident, Adult and Child Cemetery – Cremation Plot Exclusive Right of Burial Cemetery – Cremation Interment Fees, Resident, Adult and Child		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Alcester Town Clerk, Globe House, Priory Road, Alcester. B49 5DZ



ALCESTER TOWN COUNCIL

Information available from Alcester Town Council under the model publication scheme

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	Photocopying @ .50.p per sheet (black & white)	Actual cost *
	Photocopying @ £1:00p per sheet (colour)	Actual cost
	Postage £1:00 Small Letter Postage £2:00 Large Letter Parcel Post to Order	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