

# Information available from Atherstone Town Council under the model publication scheme.

## Information To Be Published

## How the information can be obtained

## Cost

Information To Be Published	How the information can be obtained	Cost
<b>Class 1 – Who we are and What we do.</b> (Organisation information, structures, locations and contacts)		
<b>Who's who on the Council and its committees</b>	Hard copy from Clerk / Website	See below
<b>Contact details for Parish Clerk and Council Members</b>	Hard copy from Clerk & Website	See below
<b>Location of main council office and accessibility details</b>	Hard copy from Clerk & Website	See below
<b>Staffing structure</b>	Hard copy from Clerk & Website	See below
<b>Class 2 – What we spend and how we spend it.</b> (Financial information relating to projected actual income and expenditure, procurement, contracts and financial audit) This will be current information only		
<b>Annual return form and report by auditor</b>	Hard Copy from Clerk	See below
<b>Finalised budget</b>	Hard copy from Clerk & Website	See below
<b>Precept</b>	Hard copy from Clerk & Website	See below
<b>Financial standing orders and regulations</b>	Hard copy from Clerk & Website	See below
<b>Grants given and received</b>	Hard copy from Clerk & Website	See below
<b>List of current contracts awarded and value of contract</b>	Hard Copy from Clerk	See below
<b>Members allowances and expenses</b>	Hard Copy from Clerk	See below

### **Class 3 – What our priorities are and how we are doing.**

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous financial year as a minimum

<b>Parish Plan</b>	Hard copy from Clerk & Website	See below
<b>Annual Report to Parish or Community Meeting</b>	Hard copy from Clerk & Website	See below
<b>Quality Status</b>	Hard copy from Clerk & Website	See below

### **Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year as a minimum

<b>Timetable of meetings ( Council, any committee/sub-committee meetings and parish meetings)</b>	Hard copy from Clerk & Website	See below
<b>Agendas of meetings ( as above)</b>	Hard copy from Clerk & Website	See below
<b>Minutes of meetings ( as above) – n.b. this will exclude information that is properly regarded as private to the meeting</b>	Hard copy from Clerk & Website	See below
<b>Reports presented to meetings – n.b. this will exclude information that is properly regarded as private to the meeting</b>	Hard copy from Clerk	See below
<b>Reponses to consultation papers</b>	Hard copy from Clerk	See below
<b>Responses to planning applications</b>	Hard copy from Clerk & Website	See below
<b>Bye-laws</b>	Hard copy from Clerk	See below

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

<b>Policies and procedures for the conduct of council business:</b> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All hard copy from Clerk	See below
<b>Policies and procedures for the provision of services and about the employment of staff:</b> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policies Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	All hard copy from Clerk	See below
<b>Complaints procedures ( including those covering requests for information and operating the publication scheme)</b>	Hard copy from Clerk	See below
<b>Information security policy</b>	All hard copy from Clerk	See below
<b>Records management policies ( records retention, destruction and archive)</b>	All hard copy from Clerk	See below
<b>Data Protection policies</b>	All hard copy from Clerk	See below
<b>Schedule of charges for the publication of information</b>	All hard copy from Clerk	See below

## Class 6 – Lists and Registers

Currently maintained lists and registers only

<b>Any publicly available register or list</b>	All hard copy from Clerk	See below
<b>Assets Register</b>	All hard copy from Clerk	See below
<b>Disclosure Log</b>	All hard copy from Clerk	See below
<b>Register of members' interests</b>	All hard copy from Clerk	See below
<b>Register of gifts and hospitality</b>	All hard copy from Clerk	See below

## 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

<b>Allotments</b>	Hard copy from Clerk & Website	See below
<b>Burial grounds and closed churchyards</b>	Hard copy from Clerk & Website	See below
<b>Parks, playing fields and recreational facilities</b>	Hard copy from Clerk & Website	See below
<b>Seating, litter bins, clocks, memorials and lighting</b>	Hard copy from Clerk & Website	See below
<b>A summary of services for which the council is entitled to recover a fee, together with those fees ( e.g. burial fees)</b>	Hard copy from Clerk & Website	See below
<b>Contact Details:</b>  <b>Graham Day</b> <b>Acting Town Clerk</b> <b>PO Box 2000</b> <b>Atherstone</b> <b>Warwickshire</b> <b>CV9 1YN</b> <b>Telephone 01827 720829</b> <b>Email: <a href="mailto:clerk@atherstone-tc.gov.uk">clerk@atherstone-tc.gov.uk</a></b>	<b>Schedule of Charges</b>  Photocopying @ 10p per black and white sheet  Postage - Actual cost of Royal Mail standard 2 <sup>nd</sup> class	