

Information available from Atherstone Town Council under the model publication scheme. (adopted at the Council meeting of 04/03/2020)

Information To Be Published

All documents online are in PDF format, they can be obtained by request in the original format.

How the information can be obtained

Cost

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

Parish Plan	Hard copy from Clerk & Website	See below
Annual Report to Parish or Community Meeting	Hard copy from Clerk & Website	See below
Local Council Award Scheme	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

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

<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and Working Group terms of reference Delegated authority in respect of officers Code of Conduct Policy statements including Modern Slavery Statement.</p>	<p>All hard copy from Clerk & Website</p>	<p>See below</p>
<p>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 policies including Lone Working Policy. Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p>	<p>All hard copy from Clerk and Website</p>	<p>See below</p>
<p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy from Clerk & Website</p>	<p>See below</p>
<p>Information security and data protection policies</p>	<p>All hard copy from Clerk and Website</p>	<p>See below</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>All hard copy from Clerk and Website</p>	<p>See below</p>
<p>Schedule of charges for the publication of information</p>	<p>All hard copy from Clerk</p>	<p>See below</p>

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list	All hard copy from Clerk	See below
Asset Register	All hard copy from Clerk and website	See below
Disclosure Log	All hard copy from Clerk	See below
Register of members' interests	All hard copy from Clerk & Website	See below
Register of gifts and hospitality	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

Allotments	Hard copy from Clerk & Website	See below
Burial grounds and closed churchyards	Hard copy from Clerk & Website	See below
Parks, playing fields and recreational facilities	Hard copy from Clerk & Website	See below
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk & Website	See below
Market Square	Hard Copy from Clerk & Website	See below
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Burial Fees)	Hard copy from Clerk & Website	See below
Contact Details: Odette Ghent - Town Clerk PO Box 2000 Atherstone Warwickshire CV9 1YN Telephone 01827 720829 Email: clerk@atherstone-tc.gov.uk Website www.atherstone-tc.gov.uk	Schedule of Charges Photocopying @ 10p per black and white sheet Photocopying @ 15p per colour sheet Postage - Actual cost of Royal Mail standard 2 nd class	