



Nailsworth Town Council

Publication Scheme

Information available from Nailsworth 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 (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 website	
Who's who on the Council and its Committees	Website Hard copy available	Free 10p
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy available	Free 10p
Location of main Council office and accessibility details	Website Hard copy available	Free 10p
Staffing structure	Website Hard copy available	Free 10p
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)	hard copy website	
Annual return form and report by auditor	Website Notice board Hard copy available	Free 10p
Finalised budget	Website Hard copy available	Free 10p
Precept	Website Hard copy available	Free 10p
Financial Regulations and Standing Orders	Website Hard copy available	Free 10p
Grants given and received	Website Hard copy available	Free 10p
Members' allowances and expenses	Hard Copy available	10p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy website	
Town strategic plan (current and previous year as a minimum)	Website Hard copy available	Free 10p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy available Display at Annual Meeting	Free Free
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)	Website Hard copy available	Free 10p
Agendas of meetings (as above)	Website Hard copy available	Free 10p



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Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy available	Free 10p
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Email on request Website Hard copy available	Free 10p
Responses to consultation papers	Website Hard copy available	Free 10p
Responses to planning applications	Website Hard copy available	Free 10p
Bye-laws	Website Hard copy available	Free 10p
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; some information may only be available by inspection)	
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	Website Hard copy available	Free 10p
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy available	Free 10p
Information security policy	Hard copy available	10p
Records management policies (records retention, destruction and archive)	Hard copy available	10p
GDPR/Data protection policies	Website Hard copy available	Free 10p
Schedule of charges for the publication of information	Website Hard copy available	Free 10p
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 (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy available	10p
Asset Register	Hard copy available	10p



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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 available	10p
Register of members' interests	Website Hard copy available	Free 10p
Register of gifts and hospitality	Hard copy available	10p
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	(hard copy or website; some information may only be available by inspection)	
Closed churchyards	Website Hard copy available	Free 10p
Community centres and village halls	Website Hard copy available	Free 10p
Parks, playing fields, public gardens and recreational facilities	Website Hard copy available	Free 10p
Seating, litter bins, clocktower and memorials	Website Hard copy available	Free 10p
Market place	Website Hard copy available	Free 10p
Town Information Centre	Website Hard copy available	Free 10p
Agency agreements	Website Hard copy available	Free 10p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. hire of sports pitch)	Website Hard copy available	Free 10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Katherine Kearns, Town Clerk, Town Hall, Old Bristol Road, Nailsworth, Glos GL6 0JF

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority



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Policy Title:	Publication Scheme		
Version, Date and Change History:	Version 1.0	Feb 2019	Adopted minute 2018/207
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Author	Clerk		