

MODEL PUBLICATION SCHEME

Information available from Abingdon Town Council under the model publication scheme

<u>Information to be published</u>	<u>How information can be obtained</u>	<u>Cost</u>
Class 1 - Who we are and what we do: Organisational information, structures, locations and contacts. (Current information only)		
Who's who on the Council and its Committees	Website	Free
Contact details for the office	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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 for the current and previous financial year.		
Annual return form and report by auditor	Website	Free
Finalised budget	Website via minutes	Free
Precept	Website	Free
Borrowing Approval letter	N/A	
Standing Orders and Financial Regulations	Hard copy	10p single sheet/18p double sided
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	10p single sheet/18p double sided
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing		
Strategies and plans and audits	Website	Free
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report (current and previous year)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		

Minutes of Main Committees - current and previous council year. (This will exclude information that has been held within the confidential session.)	Website	Free
Timetable of all Council Meetings	Website	Free
Agendas of meetings	Website	Free
Reports presented to Council meetings - will exclude information that has been held within the confidential session.	Website	Free
Responses to consultation papers	Website via minutes	Free
Responses to planning applications	Website via Planning minutes	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural Standing Orders. Committee and Sub-Committee Terms of Reference. Officers' Code of Conduct.	Website	Free
Policies and procedures for the provision of services and about the employment of staff. Policies and procedures for handling requests for information. Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Website	Free
Schedule of charges for the publication of information	Website	Free
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Hard copy	10p single sheet/18p double sided
Disclosure log (indicating the information that has been provided in response to requests:	Hard copy	10p single sheet/18p double sided
Register of members' interests	Website	Free

Register of gifts and hospitality	Hard copy	10p single sheet/18p double sided
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	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Official Guide	Website	Free
Town Crier Newsletter	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Market Place Events	Website	Free
Additional Information: This will provide Councils with the opportunity to publish information that is not itemised in the lists above	As determined by the council to be available on the website or by hard copy.	Free from Website. 10p single sheet/18p double sided for hard copy.