

## Information available from Higham Ferrers Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Full contact information            This will be current information only</p>	hard copy and/or website	
Who's who on the Council and its Committees	Hard copy and /or website	20p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and/or website	20p per sheet
Location of main Council office and accessibility details	Hard Copy and/or website	20p per sheet
Staffing structure	Hard Copy and/website	20p per sheet

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	hard copy and/or website)	
Annual return form and report by auditor	Website/Hard Copy	20p per sheet
Finalised budget	Website/Hard Copy	20p per sheet
Precept	Website/Hard Copy	20p per sheet
Borrowing Approval letter	N/A	20p per sheet
Financial Standing Orders and Regulations	Website/Hard Copy	20p per sheet
Grants given and received	Website/Hard Copy	20p per sheet
List of current contracts awarded and value of contract	Website/Hard Copy	20p per sheet
Members allowances and expenses	Hard Copy	20p per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and/or website	20p per sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and/or website	20p per sheet
Agendas of meetings (as above)	Hard Copy and/or website	20p per sheet
Minutes of meetings (as above) . nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and/or website	20p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p per sheet
Responses to consultation papers	Hard Copy	20p per sheet
Responses to planning applications	Hard Copy	20p per sheet
Bye-laws	Hard Copy	20p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website/Hard Copy  Website/Hard Copy  Website/Hard Copy  Website/Hard Copy  Website/Hard Copy</p>	20p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website/Hard Copy  Website/Hard Copy  Website/Hard Copy  N/A  Website/Hard Copy</p>	20p per sheet
Records management policies (records retention, destruction and archive)	Website/Hard Copy	20p per sheet
Data protection policies	Website/Hard Copy	20p per sheet
Schedule of charges (for the publication of information)	Website/Hard Copy	20p per sheet

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	20p per sheet
Assets Register	Website/Hard Copy	20p per sheet
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	20p per sheet
Register of members' interests	Website/Hard Copy	20p per sheet
Register of gifts and hospitality	Website/Hard Copy	20p per sheet
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Burial grounds and closed churchyards	Website/Hard Copy	20p per sheet
Parks, playing fields and recreational facilities	Website/Hard Copy	20p per sheet
Seating, litter bins, clocks, memorials and lighting	Website/Hard Copy	20p per sheet

Markets	Website/Hard Copy	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard Copy	20p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**  
**Mrs S J Mitcham**  
**Town Clerk**  
**Higham Ferrers Town Council**  
**The Town Hall, Market Square**  
**Higham Ferrers NN10 8BT**  
**Tel:01933 312075**  
**Email:clerk@highamferrers-tc.gov.uk**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20 .p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority