

IRTHLINGBOROUGH TOWN COUNCIL

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

INFORMATION	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 Who we are and what we do (organisational structure, location and contacts) This will be current information only		
Who's who on the Council and Committees	Website Hard copy – contact Clerk	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free
Location of office and accessibility details	Website Hard copy – contact Clerk	Free
Staffing structure	Hard copy – contact Clerk	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) Current and previous financial year as a minimum		
Annual Return form and report by auditor	Hard copy – contact Clerk	Free
Finalised budget	Hard copy – contact Clerk	Free
Precept	Contact Clerk	Free
Financial Standing Orders and Regulations	Hard copy – Contact Clerk	Free
Grants given and received	Contact Clerk	Free
List of current contracts awarded and value of contract	Contact Clerk	Free
Members allowances and expenditure	Contact Clerk	Free

Class 3 What our priorities are and how we are doing (strategies – plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	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, Committees and Annual Town Meeting)	Web site Hard copy – contact Clerk	Free
Agendas of Meetings (Council, Committees and Annual Town Meeting)	Web site Hard copy – contact Clerk	Free
Minutes of meetings (Council, Committees and Parish Meeting) (This will exclude information properly regarded as private to the meeting)	Web site Hard copy – contact Clerk	Free
Reports to Council meetings (This will exclude information properly regarded as private to the meeting)	Hard copy – contact Clerk	
Responses to planning applications	Hard copy – contact Clerk	

<p>Class 5 Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <p>Procedural Standing Orders</p> <p>Committee terms of reference</p> <p>Code of Conduct</p>	<p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p>	
<p>Policy and procedures for provision of services and about employment staff:</p> <p>Health and Safety Policy</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Schedule of charges for the publication of information</p>	<p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p>	

6 Lists and Registers		
Currently maintained lists and registers only		
Assets Register	For inspection only – contact Clerk	
Register of members’ interests	For inspection only – contact Clerk	
Register of gifts and hospitality	For inspection only – contact Clerk	

7 The services we offer (information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Contact Clerk	
Burial Grounds	Contact Clerk	
Community Centre	Contact Clerk	
Recreation Grounds and open spaces	Contact Clerk	
Seating, clocks and memorials	Contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees e.g. burial fees	Contact Clerk	
A list of charges for which the council is entitled to recover a fee	Contact Clerk	

Schedule of Charges		
Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p sheet Postage	Actual cost* Actual cost of 2 nd class Royal Mail stamp
Statutory fee		In accordance with relative legislation (quote statute)

* Actual cost incurred by Local Authority

Contact details:

**Irthlingborough Town Council
Council Offices
Station Road
IRTHLINGBOROUGH
Northamptonshire
NN9 5SN**

Tel: 01933 650866

Email: irthlingboro.tc@btconnect.com