

**IRTHLINGBOROUGH TOWN COUNCIL**

**INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<b>Class 1 Who we are and what we do</b> (organisational structure, location and contacts)  This will be current information only		
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 office and accessibility details	Hard copy and/or website	20p per sheet
Staffing structure	Hard copy and/or website	20p per sheet

<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)  Current and previous financial year as a minimum		
Annual Return form and report by auditor	Hard copy	20p per sheet
Finalised budget	Hard copy	20p per sheet
Precept	Hard copy	20p per sheet
Financial Standing Orders and Regulations	Hard copy	20p per sheet
Grants given and received	Hard copy	20p per sheet
List of current contracts awarded and value of contract	Hard copy	20p per sheet
Members allowances and expenses	Hard copy	20p per sheet

<b>Class 3 What our priorities are and how we are doing</b> (strategies – plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and/or web site	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		
Timetable of meetings (Council, Committees and Annual Town Meeting)	Hard copy and/or web site	20p per sheet
Agendas of Meetings (as above)	Hard copy and/or web site	20p per sheet
Minutes of meetings (as above) (This will exclude information properly regarded as private to the meeting)	Hard copy and/or web site	20p per sheet
Reports to Council meetings (This will exclude information properly regarded as private to the meeting)	Hard copy and/or web site	20p per sheet
Responses to planning applications	Hard copy and/or web site	20p per sheet

<b>Class 5 Our policies and procedures</b> (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 terms of reference Code of Conduct Policy statements	Hard copy Hard copy Hard copy Hard copy	20p per sheet 20p per sheet 20p per sheet 20p per sheet
Policies and procedures for provision of services and about employment staff:		

Internal policies relating to delivery of services	Hard copy	20p per sheet
Equality and Diversity policy	Hard copy	20p per sheet
Health and Safety Policy	Hard copy	20p per sheet
Policies and procedures for handling requests for information	Hard copy	20p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	20p per sheet

Information security policy	Hard copy	20p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	20p per sheet
Data protection policies	Hard copy	20p per sheet
Schedule of charges (for the publication of information)	Hard copy	20p per sheet

<b>6 Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Hard copy	20p per sheet
Assets Register	Hard copy	20p per sheet
Register of members' interests	Hard copy	20p per sheet
Register of gifts and hospitality	Hard copy	20p per sheet

<p><b>7 The services we offer</b>  (information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Contact clerk for information	
Burial Grounds	Available by inspection	
Community Centre	Hard copy	20p per sheet
Recreation Grounds and open spaces	Contact clerk for information	
Seating, clock, and memorials	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	Hard copy	20p per sheet

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

\* Actual cost incurred by Local Authority

**Contact details:**

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