



## WHITCHURCH TOWN COUNCIL: Publication Scheme- Information Guide (July 2013)

Information available from Whitchurch Town Council under its model Publication Scheme

Whitchurch Town Council

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 – Who we are and what we do</b>		
Where to find us-Location and map	Hard Copy Web Site	Nil
Committee Structure-current only	Hard Copy Web Site	£0.10
About the Town Council-extract from Constitution Background to the Town Council How the Council operates How decisions are made Citizens' Rights Role and functions of councillors, & Mayor	Hard Copy Web Site	£1
Council and Committee Membership	Hard Copy Web Site	£0.30
Contact details for councillors	Hard Copy/Newsletter Web Site	Nil
Officer Management Structure	Hard Copy Web Site	£0.10
Contact details for Town Clerk and Managers	Hard Copy/Newsletter Web Site	Nil
Ward details	Hard Copy Web Site	Nil
Youth Committee Constitution (When applicable)	Hard Copy Web Site	£0.20
<b>Class 2 – What we spend and how we spend it</b>		
Financial Regulations-current only	Hard Copy Web Site	£0.50
Standing Orders for Contracts-current only	Hard Copy Web Site	£0.50
Approved Budget (including balances & Precept)-current and previous 3 years	Hard Copy	£1
Approved Budget & Precept-one page summary	Web Site	Nil
Treasury Management Policy-current only	Hard Copy Web Site	£0.20
Procurement Policy-current only	Hard Copy Web Site	£0.20
Grants & Funding Policy-current only	Hard Copy Web Site	£0.20
Mayor's Allowance Scheme-current only	Hard Copy Web Site	£0.20
Medium Term Financial Strategy-current only	Hard Copy Web Site	£0.50
Annual return form and report by auditor-latest or previous 3 years	Hard Copy	£1
Annual Accounts-most recent and previous 3 years	Hard Copy	£1

Financial Management Report-most recent only	Hard Copy	£1
Borrowing Approval Letters-within last 3 years	Hard Copy	£0.10
Grants received	Hard Copy	£2
Grants given –list for current financial year and 3 previous years	Hard Copy	£2
Grants given-last full year	Web Site	Nil
List of current contracts awarded and value of contract	Hard Copy	£2
Members’ allowances and expenses (No allowances are paid to Councillors other than Mayor)	Hard Copy	£1
<b>Class 3 – What our priorities are and how we are doing</b>		
Corporate Strategy 2013-15 “Time to Lead the Community”	Hard Copy Web Site	£1
Communications & Marketing Policy	Hard Copy Web Site	£1
Annual Report-Current and Previous 3 years	Hard Copy Web Site	£0.50
Town Quality status and Report-current	Hard Copy	£0.50
Extract from Business Plan-current only (non commercial information)	Hard Copy Web Site	£3
Performance Management Report-Latest or previous end of year	Hard Copy Web Site	£3
External Audit Report-latest or previous 3 years	Hard Copy Web Site	£0.50
Internal Report-Final or Interim (latest or previous 3 years)	Hard Copy Web Site	£0.50
<b>Class 4 – How we make decisions</b>		
Extracts from Constitution-current only	Hard Copy Web Site	£1
Information & Data Protection Policy	Hard Copy Web Site	£0.50
Minutes of Annual Town Meeting-latest and previous year	Hard Copy Web Site	£0.30
Reports to Annual Town Meeting-latest and previous 3 years	Hard Copy	£0.20
Timetable of meetings (Council, any committee/working group meetings and town meetings) current & last year	Hard Copy Web Site	Nil
Agendas of meetings- current & previous 3 years	Hard Copy From March 2011 on Web Site	£0.20
Minutes of meetings –current & previous 3 years)	Hard Copy From March 2011 on Web Site	£0.20
Reports presented to council meetings-current & previous 3 years – <b>Nb. this will exclude information that is properly regarded as private to the meeting.</b>	Hard Copy	£0.10 per side
Responses to consultation papers	Hard Copies	£0.10 per side
Responses to planning applications	Hard Copies	£0.10 per side

Bye-laws-where applicable	Hard Copies	£1
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<b>Class 5 – Our Policies and Procedures</b>		
Standing Orders	Hard Copy Web Site	£1
Quality Policy	Hard Copy Web Site	£0.30
Customer Care Policy	Hard Copy Web Site	£0.20
Terms of Reference of Committees & Delegation Scheme	Hard Copy Web Site	£2
Communications & Social Policy	Hard Copy Web Site	£0.20
Members Code of Conduct	Hard Copy Web Site	£1
Officers Code of Conduct	Hard Copy Web Site	£1
Protocol on Member/Officer Relations	Hard Copy Web Site	£1
ICT Policy	Hard Copy Web Site	£0.30
Environmental Policy	Hard Copy Web Site	£0.30
Policies and procedures for the provision of services and about the employment of staff.	Hard Copy	£1
Community & Social Policy	Hard Copy Web Site	£0.20
Child & Vulnerable Adult Policy	Hard Copy Web Site	£0.20
Equality policy	Hard Copy Web Site	£0.50
Health and Safety Policy	Hard Copy	£5
Current employment vacancies	Hard Copy Web Site	Nil
Job Descriptions & Person Specifications of current posts	Hard Copy on Web Site for vacancies	£0.40
Publication Scheme & Information Guide	Hard Copy Web Site	£1
Complaints Code & Procedure	Hard Copy Web Site	Nil
Information & Data Protection Policy	Hard Copy Web Site	£0.30
Document Retention Policy	Hard Copy	£0.40
Schedule of charges for Civic Centre & Markets	Hard Copy Web Site	Nil
<b>Class 6 – List and Registers</b>		
Members Declaration of Acceptance of Office	Hard Copy	£0.10
Candidates at last election	Hard Copy	£1
Assets Register-current and previous 3 years	Hard copy	£1
Register of members' interests	Hard Copy Web Site	£1

<b>Class 7 – The services we offer</b>		
Old Records and Minutes Records	Available for inspection by appointment	Nil
Civic Centre	Hard Copy Web Site	Nil
Markets	Hard Copy Web Site	Nil
Sports Hall	Hard Copy Web Site	Nil
Parks and Open Spaces	Hard Copy Web Site	Nil
<b>Additional Information</b>		
Glossary of Terms & Acronyms	Hard Copy Web Site	£0.50
Newsletter-current and for previous year	Hard Copy Web Site	Nil
Town Guide-current	Hard Copy Web Site	Nil
Press releases-previous year only	Hard Copy Web Site	£0.20
Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	£0.10 per side

## 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	Photocopy @ 10.p per sheet (black & white)	Actual cost*
	Photocopying @ 20 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Please note, document charges are base on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.