

## Information available from Normanton 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></p> <p>This will be current information only and will include</p>		
Who's who on the Council and its Committees	From the Town Council Offices or via the website	5p per sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	From the Town Council Offices or via the website	5p per sheet
Location of main Council office and accessibility details	From the Town Council Offices or via the website	5p per sheet
Staffing structure	From the Town Council Offices or via the website	5p per sheet
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p>		
Annual return form and report by auditor	From the Town Council Offices.	5p per sheet
Finalised budget	From the Town Council Offices or via the website	5p per sheet
Precept	From the Town Council Offices or via the website	5p per sheet
Financial Standing Orders and Regulations	From the Town Council Offices or via the website	5p per sheet
Grants given and received	From the Town Council Offices	5p per sheet

List of current contracts awarded and value of contract	From the Town Council Offices	5p per sheet
Members' allowances and expenses	From the Town Council Offices	5p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews	From the Town Council Offices	5p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From the Town Council Offices or via the website	5p per sheet
Quality status	From the Town Council Offices	5p per sheet
<b>Class 4 – How we make decisions</b>  Current and previous council year as a minimum		
Timetable of meetings	From the Town Council Offices or via the website	5p per sheet
Agendas of meetings	From the Town Council Offices or via the website	5p per sheet
Minutes of meetings	From the Town Council Offices or via the website	5p per sheet
Reports presented to council meetings	From the Town Council Offices	5p per sheet
Responses to consultation papers	From the Town Council Offices	5p per sheet
Responses to planning applications	From the Town Council Offices	5p per sheet
Bye-laws	From the Town Council Offices	5p per sheet

<b>Class 5 – Our policies and procedures</b>		
<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>	From the Town Council Offices or via the website	5p per sheet
Policies and procedures for the provision of services and about the employment of staff.	From the Town Council Offices	5p per sheet
Complaints procedures including those covering requests for information and operating the publication scheme.	From the Town Council Offices or via the website	5p per sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets Register	From the Town Council Offices	5p per copy
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)		
Register of members' interests	From the Town Council Offices	5p per copy
Register of gifts and hospitality	From the Town Council Offices	5p per copy

<b>Class 7 – The services we offer</b>		
Allotments	From the Town Council Offices or via the website	5p per copy
Community centres	From the Town Council Offices or via the website	5p per copy
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Talking Newspaper for the Blind</b>	From the Town Council Offices	5p per copy
<b>Floral Displays</b>	From the Town Council Offices	5p per copy
<b>Events &amp; Special Projects</b>	From the Town Council Offices	5p per copy

**Contact details:**

The Town Clerk  
Normanton Town Council  
PO Box 145  
Normanton  
WF6 2WB

## 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 @ 5p per sheet (black & white)	Standard charge for copying for all members of the public and members
	Photocopying @ 15p per sheet (colour)	Standard charge for copying for all members of the public and members
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class