

Guide to Information available from Northleach with Eastington Town Council under the Model Publication Scheme

Information to be published

How the information can be obtained

Class 1 - Who we are and what we do

(Organisational information, structure, location and contacts)

a) Contact details for Council members and Town Clerk

Hard copy available from office.

b) Committee membership

Available in hard copy from office, and on Northleach Town Council web-site.

www.northleach.gov.uk

The Westwood Centre,
Bassett Rd
Northleach
GL54 3QJ

c) Location of main Council office and public opening times:

Public opening times:

Tues 10.00am-1.00pm and by appointment at other times.

Available in hard copy from office and on web-site.

d) Staffing structure:

11 Councillors

1 part-time Clerk

1 Admin assistant

1 Part time centre supervisor

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)

Annual return form and report by auditor:

Annual Return and External Auditor Report – hard copy available from Council office of current and previous year.

Finalised Budget:

Budget Sheet showing current and following years forecast total Income & Expenditure – hard copy available of current and previous

Precept:

Financial Standing Orders and Regulations:

Grants given and received:

List of current contracts awarded and value of contract.

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Northleach Neighbourhood Development Plan
Annual Report to Town Council Meeting:

Class 4 – How we make decisions (Decision making processes and records of decisions)

Timetable of meetings:

Agendas of meetings:

year.

Precept request – hard copy available for current and previous year. On website.

Standing Orders and Financial Controls – hard copy available for current and previous year from office. On website.

Budget Sheet showing figures for all grants made and received – hard copy available for current and previous year. On website.

Copies of contracts awarded with a value in excess of £5,000 for goods or services – hard copy available for current and previous year from Town Clerk.

Completed. See current progress on website
Chairman's report – hard copy available at Council office and link on website.

Timetable of Council, KGV, PPMC, Westwoods and Finance Committee meetings – available in hard copy for current and previous year at Council Office. Available on TC Notice Board in Market square. Also on Website.

Council, KGV, PPMC, Westwoods and Finance Committee - hard copy available for current and previous year from office. Agendas for Town Council meetings are displayed in

Minutes of meetings:

Reports presented to Council meetings:

Responses to consultation papers:

Responses to planning applications:

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Procedural Standing Orders (to include committee and sub-committee terms of reference and delegated authorities)

Code of Conduct:

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services:

advance on Town Council notice-board in accordance with legislative requirements. Also on website.

Council, KGV, PPMC, Westwoods and Finance Committee - hard copy available for current and previous year from office; also available on website once signed off.

Available in hard copy for current and previous year.

Available in hard copy for current and previous year.

Available in hard copy for current and previous year from office; also available on CDC website.

Existing year available in hard copy and on website.

The Council has adopted the Model Code of Conduct as published by the Standards Board of England and abides by the same and all updates – existing code available in hard copy and on website.

Guidelines contained within Standing Orders, Risk Assessment and Financial Risk Assessment – current year available in hard copy and on website.

Policies and procedures for handling requests for information, and complaints, and schedule of applicable charges:

The Council will adopt the Model Publication Scheme. Copy of Council Minutes adopting the scheme available in hard copy and on website. The Guide to Information Available to the Public under this Scheme is available in hard copy and on the Council Website

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

Assets Register:

Available in hard copy for current year.

Disclosure Log:

Available in hard copy.

Register of Members' interests:

Available in hard copy and also from Cotswold District Council, who retain a copy.

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - current information only

Allotments:

Allotment rent register is available for inspection by appointment.

Burial grounds and closed churchyards:

Burial register is available for inspection by appointment.

The Westwoods Centre

Information about hire and diary of events is available on the Council Website

Parks, playing fields and recreational facilities:

Details of monthly checks are available in the Council office. Playing Field Calendar available on the Council Website.

Seating, litter bins, clocks, memorials and lighting

Bus shelters

Public conveniences

Services for which the Council is entitled to receive a fee

All property owned is listed in the Asset Register – hard copy available for existing year. Maintained by the Town Council

Not run by the TC

An up to date table of fees is available in hard copy from the office; also available on web-site. It is on the notice board at the cemetery. Allotment rent register is available for inspection by appointment. Fees for the Charter market are collected and receipts can be inspected at the office by arrangement.

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	£2.50 for each ¼ hour of Clerk's time, or part thereof. Photocopying at £0.10 per sheet	Actual cost in Clerk's time (based on an hourly rate of pay) and materials. Where a request involves accessing information held by solicitors, any charges made by solicitors will be passed on to the applicant requesting this information.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Where relevant	In accordance with the relevant legislation.

For further information please contact Mrs Catriona Crompton by e-mail clerk@northleach.gov.uk