

Information available from Northleach with Eastington Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p><i>This will be current information only.</i></p>		
Who's who on the Council and its Committees	Website or hard copy	Free*
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboards, Website, hard copy	Free*
Location of main Council office and accessibility details	Website or hard copy	Free*
Staffing structure	Website or hard copy	Free*
<p>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)</p> <p><i>Current and previous financial year as a minimum</i></p>		
Annual return form and report by auditor	Website or hard copy	Free*
Finalised budget	Hard copy	Free*
Precept	Hard copy	Free*
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website or hard copy	Free*
Grants given and received	Website or hard copy	Free*
List of current contracts awarded and value of contract	Hard copy	Free*
Members' allowances and expenses	Website or hard copy	Free*

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Older plans on website Not applicable	Free*
Annual Report to Town Meeting (current and previous year as a minimum)	Website or hard copy	Free*
Quality status	Not applicable	
Northleach with Eastington Neighbourhood Plan	Website Hard copy	Free £10*
Class 4 – How we make decisions (Decision making processes and records of decisions)		
<i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard, Website or hard copy	Free*
Agendas of meetings (as above)	Noticeboard (3 clear days before) Website or hard copy	Free*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	Free*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free*
Responses to consultation papers	Website or hard copy	Free*
Responses to planning applications	On local planning authority portal or hard copy	Free*
Bye-laws	Not applicable	Free*

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<i>Current information only</i>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website or hard copy	Free*
Committee and sub-committee terms of reference	Website or hard copy	Free*
Code of Conduct	Website or hard copy	Free*
Policy statements	Website or hard copy	Free*
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services:		
Equality and diversity policy	Not held	
Health and safety policy	Website or hard copy	Free*
Recruitment policies (including current vacancies)	Website or hard copy	Free*
Complaints procedures (including those covering operating the publication scheme)	Website or hard copy	Free*
Records management policies (records retention, destruction and archive)	Hard copy	Free*
Data protection policies	Website or hard copy	Free*
Schedule of charges (for the publication of information)	Website or hard copy	Free*
Class 6 – Lists and Registers	(Hard copy or website; some information may only be available by inspection)	
<i>Currently maintained lists and registers only</i>		
Any publicly available register or list	By appointment at the Town Council Offices	
Assets Register	Hard copy	Free*
Disclosure log (indicating the information that has been provided in response to requests)	Not applicable	
Register of members' interests	Website or hard copy	Free*
Register of gifts and hospitality	Website or hard copy	Free*

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	(Hard copy or website; some information may only be available by inspection)	
Allotments	Website or hard copy	Free*
Burial grounds and closed churchyards	Website or hard copy	Free*
Community centres and village halls	Website or hard copy	Free*
Parks, playing fields and recreational facilities	Website or hard copy	Free*
Seating, litter bins, clocks, memorials and lighting	Website or hard copy	Free*
Bus shelters	Website or hard copy	Free*
Markets	Hard copy	Free*
Public conveniences	Not applicable – Responsibility of Cotswold District Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Free*
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
As determined by the Council	Website / hard copy	Free*

Contact details:

Ms Pauline Rigby, Town Clerk,
Northleach with Eastington Town Council
Bassett Road, Northleach
Cheltenham GL54 3QJ
E: clerk@northleach.gov.uk
T: 01451 885349

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

*Most of the information is available free of charge on our website. Where the document is not available online, one hard copy will be supplied free of charge on request. There is a charge to supply a copy of the Northleach with Eastington Neighbourhood Plan, charged at cost, estimate £10.

Below are our standard charges for printing and posting where there is a charge:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (colour or black and white)	Actual cost of paper/ink *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Where relevant	In accordance with the relevant legislation