

Information available from Oakengates Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (see foot-note)
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy, email and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, email and website	
Location of main Council office and accessibility details	Hard copy, email and website	
Staffing structure	Hard copy, email and website	
<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>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy	£1
Finalised budget	Hard copy and website	£1 (hard copy)
Precept	Hard copy	£1 (hard

		copy)
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy/email	£2 (hard copy)
Grants given and received	Hard copy and email	£1 (hard copy)
List of current contracts awarded and value of contract	Hard copy and email	£1 (hard copy)
Members' allowances and expenses	Hard copy and email	£1 (hard copy)
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)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	n/a	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision-making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, email and website	£1 (hard copy)
Agendas of meetings (as above)	Hard copy, email and website	£1 (hard copy)
Minutes of meetings (as above) – NB This will exclude information that is properly regarded as private to the meeting.	Hard copy, email and website	£1 (hard copy)
Reports presented to council meetings - NB This will exclude information that is properly regarded as private to the meeting.	Hard copy, email and website	£1 (hard copy)

Responses to consultation papers	Hard copy and email	£1 (hard copy)
Responses to planning applications	Hard copy and email	£1 (hard copy)
Bye-laws	n/a	
Class 5 – Our policies and procedures (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	Hard copy and email	£2 (hard copy)
Committee and sub-committee terms of reference	Hard copy and email	£1 (hard copy)
Delegated authority in respect of officers	n/a except for standing orders and financial regulations	
Code of Conduct	Hard copy and email	£1 (hard copy)
Policy statements	(If in existence) hard copy and email	£1 (hard copy)
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	n/a	
Equality and diversity policy	n/a	
Health and safety policy	Hard copy and email	£1 (hard copy)
Recruitment policies (including current vacancies)	n/a	
Policies and procedures for handling requests for information	n/a	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	£1

Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	Hard copy and email	£1 (hard copy)
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy (if available)	£1
Assets Register	Hard copy and email	£1 (hard 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)	n/a	
Register of members' interests	Hard copy/inspection	£1 per member (hard copy)
Register of gifts and hospitality	Hard copy	£1
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	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	

Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Town Clerk: Derrick Moore, DMS

Deputy Town Clerk: Max Clowes, MBA

Office: 22 Limes Walk, Oakengates, Telford, TF2 6EP **Telephone:** 01952 618844 **Email:** oaktc@tiscali.co.uk

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	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

- the actual cost incurred by the public authority

NB Cost of copies: The costs shown are minimum costs for one item. Where more than one item is requested, additional costs of 5p per sheet may be charged. If a document is produced by another body, the copyright is held by that body, which should be approached for a copy.