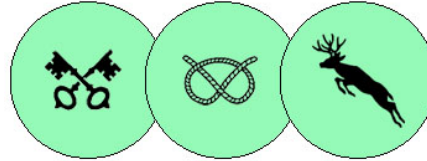


Hednesford Town Council



Gateway to the Chase

Publication Scheme

| Information to be published | How the information can be obtained |
|---|--|
| <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>Contact (A) the Town Council Manager/Clerk at Pye Green Community Centre, Bradbury Lane, Hednesford (01543 462621) or (B) on website www.hednesford-tc.gov.uk</p> |
| Who's who on the Council and its Committees | (A) & (B) |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | (A) & (B) |
| Location of main Council office and accessibility details | (A) & (B) |
| Staffing structure | (A) |
| | |

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| <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 | (A) & (B) |
| Finalised budget | (A) & (B) |
| Precept | (A) & (B) |
| Borrowing Approval letter | (A) |
| Financial Standing Orders and Regulations | (A) & (B) |
| Grants given and received | (A) & (B) |
| List of current contracts awarded and value of contract | (A) |
| Members’ allowances and expenses | None |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | |
| Parish Plan (current and previous year as a minimum) | None |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | (A) & (B) |
| Quality status | None |

| | |
|---|-----------------------------|
| Local charters drawn up in accordance with DCLG guidelines | |
| 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 and any committee/sub-committee meetings and parish meetings) | (A) & (B) and notice boards |
| Agendas of meetings (as above) | (A) & (B) |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | (A) & (B) |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | (A) & (B) |
| Responses to consultation papers | (A) |
| Responses to planning applications | (A) & (B) |
| Bye-laws | (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 | (A) & (B) |

| | |
|--|-----------|
| Committee and sub-committee terms of reference | (A) |
| Delegated authority in respect of officers | (A) |
| Code of Conduct | (A) |
| Policy statements | (A) |
| Policies and procedures for the provision of services and about the employment of staff: | |
| Internal instructions to staff and policies relating to the delivery of services | (A) |
| Equality and diversity policy | (A) |
| Health and safety policy | (A) |
| Recruitment policies (including current vacancies) | (A) |
| Policies and procedures for handling requests for information | (A) & (B) |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | (A) & (B) |
| Information security policy | (A) & (B) |
| Records management policies (records retention, destruction and archive) | (A) |
| Data protection policies | (A) & (B) |
| Schedule of charges (for the publication of information) | (A) & (B) |
| | |
| 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) | (A) |
| Assets register | (A) |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by the Town Council) | (A) |
| Register of members' interests | (A) & (B) |
| Register of gifts and hospitality | (A) |
| | |
| 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 | |
| Pye Green Community Centre | (A) & (B) |
| Any other | (A) |
| | |

SCHEDULE OF CHARGES

Charges will be levied as follows except in cases where the charge is set by statute

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 12p per sheet (black & white) | Actual cost * |
| | Photocopying @ 50p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | Packaging | Actual cost |

* the actual cost incurred by the Town Council

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