

## Information available from Crowle Town Council under the model publication scheme – adopted on 10<sup>th</sup> February 2009

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	Hard Copy/Website or Telephone	
Who's who on the Council and its Committees	As above	
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
Location of main Council office and accessibility details	As above	
Staffing structure	As above	
<p><b>Class 2 – What we spend and how we spend it</b> (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>	Hard Copy and/or Website	
Annual return form and report by auditor	As above	

Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Community Plan (current and previous year as a minimum)		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		

Responses to planning applications	As above	
Bye-laws	As above	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy and/or Website	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	As above	
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 Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	As above	

Information security policy	As above	
Records management policies (records retention, destruction and archive)	As above	
Data protection policies	As above	
Schedule of charges )for the publication of information)	As above	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy and/or website (some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only	
Assets Register	Inspection only	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Inspection only	
Register of members' interests	Hard Copy/Inspection	
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard Copy and/or Website (some information may only be available by inspection)	
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	Inspection only	
Community centres and village halls	Website/telephone	
Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	

Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Hard Copy/Inspection	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard Copy and/or Website	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Crowle Town Council  
C/o Mrs Katy Fowler  
Meadows Cottage  
Fieldside  
Crowle  
North Lincolnshire  
DN17 4EG**

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .p per sheet (black & white)	Actual cost *
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority