



ALFRETON TOWN COUNCIL

## Information available from Alfreton Town Council under the model publication scheme

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>.</p>	(Hard copy and/or website)	Hard copy - 10p per sheet plus postage
Who's who on the Council and its Committees		
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		



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<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>	<p>(Hard copy and/or website)</p>	<p>Hard copy - 10p per sheet plus postage</p>
<p>Annual return form and report by auditor</p>		
<p>Finalised budget</p>		
<p>Precept</p>		
<p>Borrowing Approval letter</p>		
<p>Financial Standing Orders and Regulations</p>		
<p>Grants given and received</p>		
<p>List of current contracts awarded and value of contract</p>		
<p>Members' allowances and expenses</p>		
<p><b>Class 3 – What our priorities are and how we are doing</b>          (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Parish Plan (current and previous year )</p>		
<p>Annual Report to Parish or Community Meeting (current and previous )</p>		
<p>Quality status</p>		



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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year	(Hard copy and/or website)	Hard copy - 10p per sheet plus postage
Timetable of meetings (Council, any committee/sub-committee meetings and parish 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		
Bye-laws		



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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(Hard copy and/or website)</p>	<p>Hard copy - 10p per sheet plus postage</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>		
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>		



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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p> <p>Any publicly available register or list</p> <p>Assets Register</p> <p>Disclosure log</p> <p>Register of members’ interests</p> <p>Register of gifts and hospitality</p>	<p>(Hard copy and/or website; some information may only be available by inspection)</p>	<p>Hard copy - 10p per sheet plus postage</p>
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> <p>Allotments</p> <p>Seating, litter bins, clocks, memorials and lighting</p> <p>Bus shelters</p>	<p>(Hard copy and/or website; some information may only be available by inspection)</p>	<p>Hard copy - 10p per sheet plus postage</p>

**Contact details:**

The Town Clerk: David T Holmes  
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 Telephone 01773 520032 Office Hours: Weekdays 9-00 am to 12-30 (11-00 on Friday).  
 E Mail [alfretontc@aol.com](mailto:alfretontc@aol.com)  
 Website [www.Alfretontowncouncil.co.uk](http://www.Alfretontowncouncil.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 @ .10.p per sheet (black & white)	Actual cost *



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	Photocopying @ ..10p 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