



**ALFRETON TOWN COUNCIL
PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only	Hard copy and 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		

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 Current and previous financial year as a minimum	Hard copy and website	Hard copy -10p per sheet plus postage
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter (if applicable)		
Financial Standing Orders and Regulations		
Grants given and received		
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy and website	Hard copy -10p per sheet plus postage
Parish Plan		
Annual Report		
Class 4 – How we make decisions Decision making processes and records of decisions	Hard copy and website	Hard copy -10p per sheet plus postage
Timetable of meetings		
Agendas of meetings		
Minutes of meetings		
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	Hard copy and website	Hard copy -10p per sheet

Current information only		plus postage
Class 6 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Hard copy and website ditto ditto ditto	Hard copy -10p per sheet plus postage
Allotments		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		

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 *
	Photocopying @ ..10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation