

# ALFRETON TOWN COUNCIL

**PUBLICATION SCHEME**



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| **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 |

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| **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 |
| Financial Standing Orders and Regulations |
| Grants given and received |
| List of current contracts awarded and value of contract |
| Members’ allowances and expenses |
| **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  Current information only | Hard copy and website | Hard copy 10p per sheet 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.

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| **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 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation |