

## Southwell Town Council Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational Information)		
• Who's who on the Council and its Committees	Website	Free
• Staffing structure	Website	Free
• Location of main Council office and accessibility details	Website	Free
• Contact details for Parish Clerk and Council members	Website	Free
<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)		
• Annual return form and report by auditor	Website	Free
• Finalised budget	Website	Free
• Precept	Website	Free
• Financial Standing Orders and Regulations	Website	Free
• Loans sanctioned	Website	Free
• List of current contracts awarded and value of contract	Website	Free
• Members' allowances and expenses	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
• Parish Plan/Neighbourhood Plan	Website	Free
• Chairman's Annual Report	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
• Timetable of meetings	Website	Free
• Agendas of meetings	Website	Free
• Minutes of meetings – nb this excludes information that is properly regarded as private to the meeting.	Website	Free
• Reports presented to council meetings - nb this excludes information that is properly regarded as private to the meeting.	Website	Free
• Responses to consultation papers	Website	Free
• Responses to planning applications	Website	Free
• Standing Orders	Website	Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Schedule of charges for the publication of information</li> </ul>	Website	Free
<b>Class 6 – Lists and Registers</b>		
• Any publicly available register	Paper copy	Discr
• Assets Register	Paper copy	Discr
• Register of gifts and hospitality	Paper copy	Discr
• Register of members' interests	Paper copy	Discr
<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)		
• Parks, playing fields and recreational facilities	Paper copy	Discr
• Seating, litter bins, clocks, memorials and lighting	Paper copy	Discr
• Public conveniences	Paper copy	Discr
• Agency agreements	Paper copy	Discr
• Printed communications	Paper copy	Discr

**Contact details:**      **The Clerk**  
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NB Paper copies available on request, may be chargeable subject to the Clerk's discretion.