

## Information available from *Brackley Town Council* under the model publication scheme

Information to be published	How the information can be obtained
<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><i>W = Website</i> <i>AR= Annual Report</i> <i>TG = Town Guide</i> <i>NB = Notice Board</i> <i>H = Hard Copy from the Town Clerk</i></p>
Who's who on the Council and its Committees	<i>W +AR+TG + H</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>W+AR+TG + H</i>
Location of main Council office and accessibility details	<i>W+AR+TG + NB</i>
Staffing structure	<i>W+AR+ H</i>
<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 or website
Annual return form and report by auditor	<i>H+W</i>
Finalised budget	<i>H+W</i>
Precept	<i>H</i>
Borrowing Approval letter	<i>Not applicable</i>
Financial Standing Orders and Regulations	<i>H+W</i>
Grants given and received	<i>H</i>
List of current contracts awarded and value of contract	<i>H</i>
Members' allowances and expenses	<i>Not applicable</i>

<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)
Parish Plan (current and previous year as a minimum)	<i>Not applicable</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>W + AR + H</i>
Quality status	<i>H</i>
Local charters drawn up in accordance with DCLG guidelines	<i>Not applicable</i>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>W + H</i>
Agendas of meetings (as above)	<i>W + NB + H</i>
Minutes of meetings (as above) –	<i>W + H</i>
Reports presented to council meetings	<i>H</i>
Responses to consultation papers	<i>W + H</i>
Responses to planning applications	<i>W + H</i>
Bye-laws	<i>H</i>
<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 or website)
Policies and procedures for the conduct of council business:	<i>H</i>
Procedural standing orders	<i>H + W</i>
Committee and sub-committee terms of reference	<i>H + W</i>
Delegated authority in respect of officers	<i>H + W</i>
Code of Conduct	<i>H</i>
Policy statements	<i>H</i>

Policies and procedures for the provision of services and about the employment of staff:	<i>H</i>
Internal policies relating to the delivery of services	<i>H</i>
Equality and diversity policy	<i>H</i>
Health and safety Statement and policy	<i>H</i>
Recruitment policies (including current vacancies)	<i>H</i>
Policies and procedures for handling requests for information	<i>H</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>H</i>
Information security policy	<i>H</i>
Records management policies (records retention, destruction and archive)	<i>H</i>
Data protection policies	<i>H</i>
Schedule of charges (for the publication of information)	<i>H</i>
<b>Class 6 – Lists and Registers</b>	hard copy or website; (some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	<i>H</i>
Assets Register	<i>H</i>
Disclosure log (recommended as good practice, but may not be held by parish councils)	<i>N/A</i>
Register of members' interests	<i>H</i>
Register of gifts and hospitality	<i>H</i>
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	<i>N/A</i>
Burial grounds and closed churchyards	<i>H</i>
Community centres and village halls	<i>H</i>
Parks, playing fields and recreational facilities	<i>H</i>
Seating, litter bins, clocks, memorials and lighting	<i>H</i>

Bus shelters	H
Markets	H
Public conveniences	N/A
Agency agreements	H
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	H
<b>Additional Information</b>	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**Contact details:** TOWN CLERK  
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## 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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour) <b>n/a</b>	Actual cost <b>n/a</b>
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

actual cost incurred by Brackley Town Council