

Information available from Newent Town Council under the model publication scheme

(adopted by Council on 12.9.16. Reviewed and updated 10.6.19 and 25.01.21)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Noticeboard under Market House and in Library	Free
Location of main Council office and accessibility details	Website and Noticeboard under Market House	Free
Staffing structure	Website	Free
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		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Included in Minutes and on website	Free
Borrowing Approval letter	Apply to Clerk	See Appendix A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Not currently available	
Expenditure over £500	Website	Free
Government Procurement Expenditure	Website	Free
Members' allowances and expenses	No member allowances are paid. Expenses paid are included in	

	Council Minutes or apply to Town Clerk	Free See Appendix A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website. Included in Minutes	Free
Strategic Plan	Website	Free
Annual Governance & Returns including Internal and External Audit Reports	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Noticeboard under Market House and in Library	Free
Agendas of meetings (as above)	Website and in Library Copies available on request	Free See Appendix A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and in Library Copies available on request	Free See Appendix A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Apply to Town Clerk	See Appendix A
Responses to consultation papers	Included in Minutes (see above)	Free
Responses to planning applications	Included in Minutes (see above)	Free
Bye-laws	Government Website & District Council's website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website Apply to Clerk Apply to Clerk Website	Free See Appendix A See Appendix A Free

Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment procedures (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Website Apply to Clerk Website – when vacancy Website Website	Free See Appendix A Free Free Free
Information security policy	Not currently available	
Records management policies (records retention, destruction and archive)	Not currently available	
Data protection policies - privacy notices	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Apply to Clerk – Inspection only	Free
Assets Register	Land and Buildings on website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Apply to Clerk	See Appendix A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Allotments	There is one allotment site owned by the Town Council. This is located on Holts Road. Apply to Clerk	Free
Burial grounds and closed churchyards	The Town Council only maintains the Cemetery on Watery Lane. Website	Free
Community centres and village halls	The Town Council owns the Market House. Website	Free
Parks, playing fields and recreational facilities	Website or leaflet from Clerk	Free
Seating, litter bins, clocks, memorials	Apply to Clerk	See Appendix A

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Monthly Newsletter	Website	Free
Town Promotions Leaflet	Various town outlets including Library or apply to Clerk	Free

Contact details: Town Clerk, Newent Town Council, 1st Floor, Newent Community Centre, Ross Road, Newent, GL18 1BD

Email – townclerk@newenttowncouncil.gov.uk. Website – www.newenttowncouncil.org.uk. Tel – 01531 820638

APPENDIX A - 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 @ 15p per sheet (black & white)	Actual cost plus nominal charge for electricity consumption, stapling etc
	Photocopying @ 25p per sheet (colour)	Actual cost plus nominal charge for electricity consumption, stapling etc
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other		