

<p align="center"><b>Information available from Harworth &amp; Bircotes Town Council Under the Model Publication Scheme</b></p>	<p align="center"><b>How the information can be obtained</b></p>	<p align="center"><b>Cost plus P &amp; P</b></p>
<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>Clerk's contact details are on page 6</p> <p>For all information identified as being available on the website the address is on page 6</p>	
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy – contact Officer Website</p>	<p>10p per sheet Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy – contact Officer Website</p>	<p>10p per sheet Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy – contact Officer Website</p>	<p>10p per sheet Free</p>
<p>Staffing structure</p>	<p>Hard Copy – contact Officer Website</p>	<p>10p per sheet Free</p>
<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>		
<p>Annual return form and report by auditor</p>	<p>Hard Copy – contact Officer Website</p>	<p>10p per sheet Free</p>

Finalised budget	Hard Copy – contact Officer Website	10p per sheet Free
Precept	Hard Copy – contact Officer Website	10p per sheet Free
Borrowing Approval letter	Hard Copy – contact Officer Website	10p per sheet Free
Financial Standing Orders and Regulations	Hard Copy – contact Officer Website	10p per sheet Free
Grants given and received	Hard Copy – contact Officer Website	10p per sheet Free
List of current contracts awarded and value of contract	Hard Copy – contact Officer Website	10p per sheet Free
Members' allowances and expenses if applicable	Hard Copy – contact Officer Website	10p per sheet Free
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum		
Neighbourhood Plan adopted Nov 2014 – Available on Bassetlaw District Council's website.	Hard Copy – contact Officer Website	10p per sheet Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy – contact Officer Website	10p per sheet Free
Quality status – N/A	Hard Copy – contact Officer Website	10p per sheet Free
Local charters drawn up in accordance with DCLG guidelines N/A	Hard Copy – contact Officer Website	10p per sheet Free

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of schedules meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy – contact Officer Website	10p per sheet Free
Agendas of meetings	Hard Copy – contact Officer Website	10p per sheet Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Officer Website	10p per sheet Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Officer Website	10p per sheet Free
Responses to consultation papers	Hard Copy – contact Officer Website	10p per sheet Free
Responses to planning applications – these can be found on Bassetlaw District Council’s website	Hard Copy – contact Officer Website	10p per sheet Free
Bye-laws (None held)	Hard Copy – contact Officer Website	10p per sheet Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:	Hard Copy – contact Officer Website	10p per sheet Free

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – contact Officer Website	10p per sheet Free
Information security policy	Hard Copy – contact Officer Website	10p per sheet Free
Records management policies (records retention, destruction and archive)	Hard Copy – contact Officer Website	10p per sheet Free
Data protection policies	Hard Copy – contact Officer Website	10p per sheet Free
Schedule of charges (for the publication of information)	Hard Copy – contact Officer Website	10p per sheet Free

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy – contact Officer Website	10p per sheet Free
Assets register	Hard Copy – contact Officer Website	10p per sheet Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy – contact Officer Website	10p per sheet Free
Register of members’ interests	Hard Copy – contact Officer Website	10p per sheet Free
Register of gifts and hospitality	Hard Copy – contact Officer Website	10p per sheet Free
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy – contact Officer Website	10p per sheet Free
Burial grounds and closed churchyards	Hard Copy – contact Officer Website	10p per sheet Free
Community centres and village halls	Hard Copy – contact Officer Website	10p per sheet Free
Public conveniences	Hard Copy – contact Officer Website	10p per sheet Free

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy – contact Officer Website	10p per sheet Free
<b>Additional Information</b>		
Under to Freedom of Information Act 2000, the Town Council has 20 working days from receipt (in writing) to provide the information requested of to supply a refusal.		

**Contact details:**

Mrs W Davies  
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Town Hall, Scrooby Road  
Bircotes, Nottinghamshire, DN11 8JP

Tel: 01302 759037 Email: [enquiries@harworthandbircotestowncouncil.org.uk](mailto:enquiries@harworthandbircotestowncouncil.org.uk)

Appointment by arrangement

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet	5p Copy charge 5p Admin charge
	Postage	Actual cost of Royal Mail standard 1 <sup>st</sup> or 2 <sup>nd</sup> class post
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Labour/travelling costs incurred by the Officer in recovering and archive information</b>	Labour, travel and mileage	Current hourly rate and 45p per mile, mileage expense