

Information to be published	How the information can be obtained	Cost plus P&P
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Clerk's contact details on the last page</p> <p>For all information identified as being available on the website our web address is: www.harworthandbircotestowncouncil.org.uk</p>	
<p>Who's who on the Council and its Committees - <i>Cllrs elected May 2015</i></p>	<p>Hard copy - contact Clerk Website</p>	<p>10p per sheet Free</p>
<p>Contact details for Parish Clerk and Council members elected</p>	<p>Hard copy - contact Clerk Website</p>	<p>10p per sheet Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy - contact Clerk Website</p>	<p>10p per sheet Free</p>
<p>Staffing structure</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Class 2 - What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurment, contracts and financial audit.)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Finalised budget</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Precept</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Borrowing Approval letter if applicable</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Grants given and received</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>
<p>Members' allowance and expenses if applicable</p>	<p>Hard copy - contact Clerk</p>	<p>10p per sheet Free</p>

Class 3 - What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy - contact Clerk	Free
Neighbourhood Plan adopted Nov 2015 (available on Bassetlaw District Council website)	Hard copy - contact Clerk Website	Free
Annual Report to Parish Community Meeting (current and previous year as a minimum)	Hard copy - contact Clerk	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)	Hard copy - contact Clerk Website/notice boards	10p per sheet Free
Agendas of meetings (as above)	Hard copy - contact Clerk Website	10p per sheet Free
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy - contact Clerk	10p per sheet Free
Responses to consultation papers	Hard copy - contact Clerk	10p per sheet Free
Responses to planning applications - also available on Bassetlaw District Council's website	Hard copy - contact Clerk	10p per sheet Free

Class 5 - Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
<u>Policies and procedures for the conduct of council business:</u>		
Procedural standing orders	Hard copy - contact Clerk	10p per sheet Free
Committee and sub-committee terms of reference if applicable	Hard copy - contact Clerk	10p per sheet Free
Delegated authority in respect of officers	Hard copy - contact Clerk	10p per sheet Free
Code of Conduct	Hard copy - contact Clerk	10p per sheet Free
Policy Statements - if applicable	Hard copy - contact Clerk	10p per sheet Free
<u>Policies and procedures for the provision of services and about the employment of staff:</u>		
Internal policies relating to the delivery of services	Hard copy - contact Clerk	10p per sheet
Equality and diversity policy	Hard copy - contact Clerk	10p per sheet Free

Health and safety policy	Hard copy - contact Clerk	10p per sheet Free
Recruitment policies (including current vacancies)	Hard copy - contact Clerk	10p per sheet Free
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy - contact Clerk	10p per sheet Free
	Hard copy - contact Clerk	Website
Records management policies (records retention, destruction and archive)	Hard copy - contact Clerk	10p per sheet Free
Data protection policies	Hard copy - contact Clerk	10p per sheet Free
Schedule of charges (for the publication of information)	see back page	

Class 6 - Lists and Registers		
Currently maintained lists and registers only	(hard copy; 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 Clerk Website/District Council	10p per sheet Free
Assets Register	Hard copy - contact Clerk	10p per sheet Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practise, but may not be held by parish councils)	Hard copy - contact Clerk	10p per sheet Free
Register of members' interests	Can be viewed at Bassetlaw District Council's website	Free on District Council's website
Register of gifts and hospitality.	Hard copy - contact Clerk	10p per sheet Free
Class 7 - The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - if applicable) Current information only.	(hard copy; some information may only be available by inspection)	
Burial grounds and closed churchyards (some documents will be Data Protected)	Hard copy - contact Clerk	10p per sheet Free
Parks, playing fields and recreational facilities if applicable	Hard copy - contact Clerk	10p per sheet Free
Allotments	as above	as above
Street Furniture	as above	as above
Public Toilets	as above	as above

War Memorial & Miner's Memorial	Hard copy - contact Clerk	10p per sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees i.e. burial fees & hire fees	Hard copy - contact Clerk	10p per sheet Free

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the list above.

Under the Freedom of Information Act 2000, the Parish council has 20 working days from receipt (in writing) to provide the information requested or to supply a refusal.

Contact details:

Mrs W Davies

Harworth & Bircotes Town Council

Town Hall, Scrooby Road

Bircotes, Nr Doncaster, DN11 8JP

Tel: 01302 759037 Email: eoharworthtowncouncil@hotmail.co.uk

website: www.harworthandbircotestowncouncil.org.uk

Appointment by arrangement

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 @ 10p per sheet. (Black & white)	5p copy charge, 5p Admin charge
	Postage - cost of Royal Mail 1st or 2nd class	Actual cost of Royal Mail 1st or 2nd class post
Labour/travelling costs incurred by the Clerk in recovering any archived information.	Labour, Travel and mileage	Current hourly rate and 45p per mile, mileage expense

INFORMATION AVAILABLE FROM
HARWORTH & BIRCOTES TOWN COUNCIL
UNDER THE MODEL PUBLICATION SCHEME