

## Information available from Crewkerne Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website/Hard copy - contact Town Council office	Free 10p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard copy – contact Town Council office	Free 10p/sheet
Location of main Council office and accessibility details	Website/Hard copy – contact Town Council office	Free 10p/sheet
Staffing structure	Website/Hard copy – contact Town Council office	10p/sheet
<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 and/or website)	Free 10p/sheet
Annual return form and report by auditor	Website/Hard Copy – contact Town Council office	Free 10p/sheet
Finalised budget	Website/Hard Copy – contact Town Council Office	Free 10p/sheet
Precept	Website/Hard copy – contact Town Council office	Free 10p/sheet

Borrowing Approval letter	Hard Copy – contact Town Council office	10p per sheet
Financial Standing Orders and Regulations	Website/Hard copy – contact Town Council office	Free 10p/sheet
Grants given and received	Website/Hard copy – contact Town Council office	Free 10p/sheet
List of current contracts awarded and value of contract	Website/Hard copy – contact Town Council office	Free 10p/sheet
Members' allowances and expenses	Hard Copy – contact Town Council office	10p/sheet
<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)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard copy – contact Town Council office	Free 10p/sheet
<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)	Website/Hard copy – contact Town Council office	Free 10p/sheet
Agendas of meetings (as above)	Website/Hard copy – contact Town Council office	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy – contact Town Council office	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy – contact Town Council office	Free 10p/sheet
Responses to consultation papers	Hard Copy – contact Town Council office	10p/sheet
Responses to planning applications	Website/Hard copy – contact Town Council office	Free 10p/sheet

Bye-laws	Hard Copy – contact Town Council office	10p/sheet
<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)	Free 10p/sheet
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 (included in Standing Orders) Code of Conduct Policy statements	Website/Hard copy – contact Town Council office	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Media policy Website policy Social Media policy Community Engagement Strategy Investment and Borrowing Management policy Delegation to Officers policy Grant Applications policy Training policy Discipline policy and procedures Capability policy and procedures Protocol for Councillor and Employee relations Use of Council vehicles policy Absence Management policy	Website/Hard copy – contact Town Council office	Free 10p/sheet

Data Protection policy Information Security policy Complaints procedures (including those covering requests for information and operating the publication scheme) CCTV policy Policy on audiovisual recording and photography at council meetings Allotments policy Flag Flying and Logo policy Children and Vulnerable persons protection policy Customer Care Tree policy		
Records management policies (records retention, destruction and archive)	Hard Copy – contact Town Council office	10p/sheet
Schedule of charges (for the publication of information)	Website/Hard copy – contact Town Council office	Free 10p/sheet
<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) Burial Registers including all burials and grave registers	Hard Copy – contact Town Council office Available to view in the Town Council office. Copies not available	10p/sheet N/A
Assets Register	Website/Hard Copy – contact Town Council office	Free 10p/sheet
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)	Website/Hard Copy – contact Town Council office	Free 10p/sheet
Register of members’ interests	Website/Hard Copy – contact Town Council office	Free 10p/sheet
Register of gifts and hospitality	Hard Copy – contact Town Council office	10p/sheet

<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	Website/Hard copy – contact Town Council office	Free 10p/sheet
Burial grounds and closed churchyards	Website/Hard copy – contact Town Council office	Free 10p/sheet
Community centres and village halls	Website/Hard copy – contact Town Council office	Free 10p/sheet
Parks, playing fields and recreational facilities	Website/Hard copy – contact Town Council office	Free 10p/sheet
Seating, litter bins, memorials and lighting	Hard Copy – contact Town Council office	10p/sheet
Bus shelters	Hard Copy – contact Town Council office	10p/sheet
Markets	Website/Hard copy – contact Town Council office	Free 10p/sheet
Public conveniences	Website/Hard copy – contact Town Council office	Free 10p/sheet
Agency agreements	Website/Hard copy – contact Town Council office	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy – contact Town Council office	10p/sheet

**Contact details:**

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Town Clerk

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Email: [towncouncil@crewkerne-tc.gov.uk](mailto:towncouncil@crewkerne-tc.gov.uk)

[www.crewkerne-tc.gov.uk](http://www.crewkerne-tc.gov.uk)

The Council Offices are open to the public during the following hours: Monday to Friday 9.30am -3pm

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost * 0.5p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority

**Approved February 2009**

**Reviewed Policy & Resources Committee February 2015 Min No 48**

**Reviewed Policy & Resources Committee February 2016 Min No 49**

**Reviewed Policy & Resources Committee February 2023 Min No 32**