

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Web-site / Hard copy	
Contact details for Parish Clerk and Council members	Web-site / Hard copy	
Location of main Council office and accessibility details	Web-site / Hard copy	
Staffing structure	Web-site / Hard copy	
<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)		
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting	Web-site / Hard copy	
Quality status	Hard copy	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>		

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(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web-site / Hard copy	
Agendas of meetings (as above)	Web-site / Hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web-site / Hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web-site / Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Web-site / Hard copy	
Bye-laws	Hard copy	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 Policy statements	Hard copy Hard copy Hard copy Hard copy Hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal 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	Hard copy Hard copy Hard copy Hard copy Web-site / Hard copy Web-site / Hard copy	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	

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Schedule of charges (for the publication of information)	Web-site / Hard copy	
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	Hard copy	
Assets Register	Hard copy	
Disclosure log	Hard copy	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
<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)		
Allotments	Web-site / Hard copy	
Burial grounds and closed churchyards	Web-site / Hard copy	
Community centres and village halls (In our case Town Hall)	Web-site / Hard copy	
Parks, playing fields and recreational facilities	Web-site / Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	Web-site / Hard copy	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web-site / Hard copy	
<b>Additional Information</b>	Request to Chief Executive Officer	

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## Contact details:

Chief Executive Officer  
Newbury Town Council  
Town Hall  
Market Place  
NEWBURY  
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01635 35486

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[www.newbury.gov.uk](http://www.newbury.gov.uk)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 2p per sheet (black & white)	Actual cost 1p
	Photocopying @ 10p per sheet (colour)	Actual cost 6p
	Direct from web-site – free of charge	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Reasonable research charge of £20 per hour officer time at discretion of CEO, up to a maximum of £450 per inquiry, agreed in advance with requestor	To minimise overly complex requests