

Information available from Hexham Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website, hard copy, noticeboard or email if practicable
Who's who on the Council and its Committees	Website, email or hard copy. Councillor details also on the noticeboard
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, noticeboard or email
Location of main Council office and accessibility details	Website, hard copy, noticeboard or email
Staffing structure	Hard copy
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)	Website, hard copy or email if practicable
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy and website
Precept	Hard copy and website
Borrowing Approval letter	None
Financial Standing Orders and Regulations	Hard copy and website
Grants given and received	Hard copy and website
List of current contracts awarded and value of contract	None current

Members' allowances and expenses	Not applicable except occasional travel expenses
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy
Annual Report to Town Meeting	Hard copy and website
Quality status	Not yet applicable
Local charters drawn up in accordance with DCLG guidelines	None in place.
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	On noticeboard 3 clear days before meeting, hard copy or website
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and website
Bye-laws	None
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy and website
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Hard copy, website or e-mail on request

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 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, website or by email (where adopted)
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	On this document
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or e-mail/website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Assets Register	Hard copy
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)	Apply to Clerk
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Allotments	Three allotment sites are operated by the Town Council. Details on website.
Burial grounds and closed churchyards	St Andrew's Cemetery is operated and owned by the Town Council. Details on website.
Community centres and village halls	None
Parks, playing fields and recreational facilities	6 play areas in Hexham are operated by the Town Council.
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial fees and allotment rents – hard copy and website

September 2017

Contact details:

clerk@hexhamtowncouncil.gov.uk

Website www.hexhamowncouncil.gov.uk

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 @ .10 pence per sheet (black & white)	Actual cost based on material costs
	Photocopying @ 20 pence per sheet (colour)	Actual cost based on material costs
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		