



## Information available from Oundle Town Council under the Model Publication Scheme

### General Information Regarding Council Information Availability and Pricing

Oundle Town Council makes public in some way, all information available in going about its business except those of a confidential nature affecting individuals and companies which may be regarded as sensitive. All meetings are held in The Courthouse and public attendance is welcome throughout unless parishioners are temporarily excluded when such confidential arrangements are being discussed.

The following guide gives information regarding the places where the information may be obtained. In the column "How the information can be obtained", detail of the source is provided.

Our leaflet "Oracle" is published quarterly, delivered free to all residents. The Annual Report is published in the June edition.

Our website can be accessed at [www.oundle.gov.uk](http://www.oundle.gov.uk)

Our pricing policy is simply to recoup the cost of the service provided, or the required statutory fee.

Unless shown directly the charge will relate to the scale found in the table at the end of this document, mostly relating to photocopy fees. Attendance at The Courthouse solely to view documents will not normally incur a fee unless substantial administrative staff help is required alongside.

Any queries to the Town Clerk at The Courthouse, Mill Road, Oundle, PE8 4BW. Tel:01832 272055



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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)  (locations and contacts only) current information	<b>website</b> <a href="http://www.oundle.gov.uk">www.oundle.gov.uk</a>  Oracle, Annual Report	Free
Who's who on the Council and its Committees	Oracle, Annual Report, Website, Noticeboard	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Oracle, Annual Report, Website, Noticeboard	Free
Location of main Council office and accessibility details	Oracle, Website, Noticeboard	Free
Staffing structure	Website	Free
<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)  Current and previous financial year as a minimum	Hard copy	Free
Annual return form and report by auditor	Hard copy	Copy Fee
Finalised budget	Hard copy	Copy Fee
Precept ( <i>amount will be published in Oracle and on website</i> )	Hard copy ( <i>amount will be published in Oracle and on website</i> )	Copy Fee



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Borrowing Approval letter	Hard copy	Copy Fee
Financial Standing Orders and Regulations	Hard copy Website	Copy Fee Free
Grants given and received	Hard copy, Finance minutes Website	Copy Fee Free
List of current contracts awarded and value of contract	Hard copy	Copy Fee
Members' allowances and expenses	Hard copy	Copy Fee
<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 at this time	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	Free to residents
Quality status	Hard copy	Copy Fee
Local charters drawn up in accordance with DCLG guidelines	Hard copy	Copy Fee
<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 meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Oracle, Noticeboard	Free
Agendas of meetings (as above)	Website, Noticeboard	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard copy	Free Copy Fee
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Copy Fee
Responses to consultation papers	Hard copy	Copy Fee



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Responses to planning applications	Hard copy	Copy Fee
Bye-laws	Hard copy	Copy Fee
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
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	Copy Fee
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)	Hard copy Hard copy Hard copy Hard copy – Vacancies on website and Notice Boards	Copy Fee
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website Hard copy and website	Free Free
Information security policy	Hard copy	Copy Fee
Records management policies (records retention, destruction and archive)	Hard copy	Copy Fee



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Data protection policies	Hard copy	Copy Fee
Schedule of charges (for the publication of information)	Website and hard copy	Copy Fee
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	Copy Fee
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Copy Fee
Assets Register	Hard copy	Copy Fee
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)		
Register of members' interests	Hard copy	Copy Fee
Register of gifts and hospitality	Hard copy	Copy Fee
<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		
Burial grounds and closed churchyards	Website Hard copy	Copy Fee
Community centres and village halls	Website Hard copy	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Copy fee
Bus shelters	Hard copy	Copy fee
Markets	Website Hard copy	Free Copy fee
Agency agreements	Hard copy	Copy fee
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free Copy fee



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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying - black & white 10p per sheet including VAT	Actual cost to Council including document retrieval, paper, photocopier consumables and maintenance
	Photocopying - colour 20p per sheet including VAT	Actual cost to Council including document retrieval, paper, photocopier sundries and maintenance
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation