

Information available from Axbridge Town Council under the model publication scheme

Information to be published	How the information can be obtained <i>For Contact details see end of the schedule</i>	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	<p>Hard copy – contact Town Clerk</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p>
Contact details for Parish Clerk and Council members	<p>Hard copy – contact Town Clerk</p> <p>Website</p> <p>Annual Report – summary hand delivered to all Axbridge households annually.</p> <p>Hard copy of Annual Report/Summary</p> <p>Website – Full Annual Report</p>	<p>10p per sheet</p> <p>Free</p> <p>10p per sheet</p> <p>Free</p>

	Notice Board – Axbridge Square	
Location of main Council office and accessibility details	Website	Free
	Notice Board – Axbridge Square	
Staffing structure	Website – within Annual Report	Free
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Town Clerk	10p per sheet
Finalised budget	Hard copy – contact Town Clerk	10p per sheet
	Website	Free
Precept	Hard copy – contact Town Clerk	10p per sheet
	Website – within budget and minutes	Free
	OYEZ newsletter – hand delivered to all households in Axbridge. Precept information included (limited period)	
	Hard copy of OYEZ	10p per sheet

	Website – OYEZ	Free
Borrowing Approval letter	Hard copy – contact Town Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard copy – contact Town Clerk	10p per sheet
	Website	Free
Grants given and received	Hard copy – contact Town Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Town Clerk	10p per sheet
Members' allowances and expenses	Hard copy – contact Town Clerk	10p per sheet
	Please note that the Council do not pay any Members Allowances or Expenses other than the Chairman's (Mayor's) Allowance.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy – contact Town Clerk for Full Plan or Summary Plan	10 per sheet
	Website	Free
Annual Report to Parish or Community Meeting	Hard copy – contact Town Clerk	10 per sheet
	Website	Free
Quality status	Hard copy of Quality Status information – contact Town Clerk	10p per sheet

	Website – Minutes of Council meeting regarding quality status issues	Free
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Hard copy – contact Town Clerk Website Notice Board – Axbridge Square	10p per sheet Free
Agendas of meetings	Hard copy – contact Town Clerk Website Notice Board – Axbridge Square (limited period)	10p per sheet Free
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Town Clerk Website File in Post Office – Axbridge Square	10p per sheet Free Free to view
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Town Clerk	10p per sheet

	Website	Free
Responses to consultation papers	Hard copy – contact Town Clerk	10p per sheet
Responses to planning applications	Hard copy – contact Town Clerk	10p per sheet
	Website – within minutes of the Planning and Licences Committee	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (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 – contact Town Clerk, or by visual inspection Website – standing orders, terms of reference and policy statements	10p per sheet Free
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	Hard copy – contact Town Clerk	10p per sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy – contact Town Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	Contact Town Clerk for details	
Data protection policies	Hard copy – contact Town Clerk	10 per sheet
Schedule of charges (for the publication of information)	This document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Copy of principal authority’s electoral register is held	Visual inspection free
Assets Register	Hard copy – contact Town Clerk	10p per sheet
Disclosure log	N/A	
Register of members’ interests	Hard copy – contact Town Clerk	10p per sheet
Register of gifts and hospitality	Hard copy – contact Town Clerk	10p per sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy – contact Town Clerk	10p per sheet
Burial grounds and closed churchyards	Contact Town Clerk – visual	

	inspection	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy – contact Town Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Town Clerk	10p per sheet
Bus shelters	Hard copy – contact Town Clerk	10p per sheet
Markets	N/A	
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)	Hard copy – contact Town Clerk	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
OYEZ Newsletter for current year – currently issued to all households in Axbridge after each monthly council meeting (no meeting in December)	Hard copy – contact Town Clerk Website	10p per sheet Free

Contact details:

**Mrs V L Brice – Axbridge Town Clerk
Axbridge Town Council**

**2 Woodview Road
Cheddar
Somerset
BS27 3NF**

Tel – 07884 264033

Email – vbrice@axbridge-tc.gov.uk

Website – www.axbridge-tc.gov.uk – note – most of the website information referred to can be found under the residents section, then under Town Council.

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)	Actual cost *
	Colour Photocopying – not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority