

## Information available from Tetbury 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)            This will be current information only            N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)  Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Staff and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<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)            Current and previous financial year as a minimum</p>	(hard copy and/or website)  Hard copy from Council Offices	10p per copy
Annual return form and report by auditor	Website - Free	Free
Finalised budget	Website - Free	Free
Precept	Website - Free	Free
Borrowing Approval letter	Available from Council Offices	10p/sheet
Financial Standing Orders and Regulations	Website - free	Free
Grants given and received	Annual report and or available from Council Offices	Free
List of current contracts awarded and value of contract	Hard copy from Council Offices	10p/sheet
Members' allowances and expenses	Hard copy from Council Offices	10p/sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website Free	10p/sheet

Annual Report to Town Meeting (current and previous year as a minimum)	Website free	Advertiser
Quality status details	Website 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)  Website	  Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	10p Copy
Minutes of meetings (as above & after Approval by Council) – NB this will exclude information that is properly regarded as Confidential.	Website	10p Copy
Reports presented to council meetings - NB this will exclude information that is properly regarded as Confidential.	Website or apply to Council Offices	10p Copy
Responses to consultation papers	Hard copy from Council Offices	10p Copy
Responses to planning applications	Hard copy from Council Offices	10p Copy
Bye-laws	CDC Website	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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Website     Website	Free     Free
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
<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)	Apply to Council Offices	10p Copy
Assets Register	Website	10pCopy
Disclosure log (indicating the information that has been provided in response to requests;	Hard copy from Council Offices	10pCopy

recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Website	10pCopy
Register of gifts and hospitality	Hard copy from Council Offices	10pCopy
<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	
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters		
Markets	Website	Free
Agency agreements	Apply to Council Offices	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Apply to Council Offices. Burial fees on website	Free

**Contact details:**

**The Town Clerk , Tetbury Town Council , The Old Courthouse, 63 Long Street  
Tetbury GL8 8AA or email [townclerk@tetbury.gov.uk](mailto:townclerk@tetbury.gov.uk) Website- [Tetbury.gov.uk](http://Tetbury.gov.uk)**

*Reviewed by the Finance and Scrutiny Committee – 12<sup>th</sup> February 2018*