

THETFORD TOWN COUNCIL

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

Notes on references:

'Website' = www.thetfordtowncouncil.gov.uk

'E-mail' = reception@thetfordtowncouncil.gov.uk

'Hard copy': refer to 'Schedule of Charges' below

'Contact Clerk' = contact Town Clerk at address shown below under 'Contact Details' heading)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><u>Class 1: Who we are and what we do</u> (includes organisational information, locations and contacts, constitutional and legal governance)</p>		
<p>Current information only, including:</p> <ul style="list-style-type: none"> • Who's Who on the Council and its Committees • Contact details for Councillors and Clerk • Location of Council Offices and accessibility details • Staffing structure 	<p>For all current information:</p> <ul style="list-style-type: none"> ➤ Website ➤ E-mail ➤ Hard copy ➤ Contact Clerk 	<p>See end section</p>
<p><u>Class 2: What we spend and how we spend it</u> (includes financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)</p>		
<ul style="list-style-type: none"> • Annual Report 	<ul style="list-style-type: none"> ➤ Website ➤ Hard copy ➤ Contact Clerk 	<p>See end section</p>

<ul style="list-style-type: none"> • Annual Return (including internal and external auditors' reports) 	<ul style="list-style-type: none"> ➤ Hard copy ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Approved budget • Precept requirement • Grants given and received 	<p>For all these:</p> <ul style="list-style-type: none"> ➤ Website ➤ Hard copy ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Borrowing approval letter 	<ul style="list-style-type: none"> ➤ Not applicable 	N/A
<ul style="list-style-type: none"> • Financial Regulations 	<ul style="list-style-type: none"> ➤ See under Class 5 below 	
<ul style="list-style-type: none"> • Current contracts awarded and their values • Members' allowances and expenses 	<p>For both these:</p> <ul style="list-style-type: none"> ➤ Contact Clerk 	
<p><u>Class 3: What our priorities are and how we are doing</u> (includes strategy and performance information, plans, assessments, inspections and reviews)</p>		
<ul style="list-style-type: none"> • Parish Plan 	<ul style="list-style-type: none"> ➤ Not applicable <p>(Contact Clerk for clarification)</p>	N/A
<ul style="list-style-type: none"> • Annual Report 	<ul style="list-style-type: none"> ➤ Website ➤ Hard copy ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Quality Status submission 	<ul style="list-style-type: none"> ➤ Not available (in preparation) 	N/A
<ul style="list-style-type: none"> • Local charters drawn up in accordance with Department of Communities and Local Government guidelines 	<ul style="list-style-type: none"> ➤ Not applicable 	N/A

Class 4: How we make decisions (includes policy proposals and decisions, decision-making processes, internal criteria and Procedures, consultations)		
<ul style="list-style-type: none"> • Calendar of meetings for current Mayoral Year • Agendas of meetings for current Mayoral Year • Minutes of meetings for current and previous Mayoral Year (subject to certain information not being made available owing to its confidential nature) • Reports presented at council meetings (subject to certain information not being made available owing to its confidential nature) 	<p>For all these:</p> <ul style="list-style-type: none"> ➤ Website ➤ Hard copy ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Responses to consultation papers • Responses to planning applications 	<p>For both these:</p> <ul style="list-style-type: none"> ➤ Hard copy ➤ Contact Clerk 	See end section
Class 5: Our policies and procedures (includes current written protocols for delivering our functions and responsibilities)		
<ul style="list-style-type: none"> • Code of Conduct • Standing Orders • Financial Regulations 	<p>For all these:</p> <ul style="list-style-type: none"> ➤ Website ➤ Hard copy ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Policies and procedures for provision of services and employment of staff • Internal policies relating to the delivery of services 	<p>For all these:</p> <ul style="list-style-type: none"> ➤ Contact Clerk 	N/A
<ul style="list-style-type: none"> • Information security policy 	<ul style="list-style-type: none"> ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Records management policies (records retention, destruction and archive) 	<ul style="list-style-type: none"> ➤ Contact Clerk 	See end

		section
<ul style="list-style-type: none"> • Data protection policies 	<ul style="list-style-type: none"> ➤ Data already in public domain, obtainable from the Information Commissioner 	
<ul style="list-style-type: none"> • Schedule of charges for the publication of information 	<ul style="list-style-type: none"> ➤ Refer to this document (below) 	See end section
<u>Class 6: Lists and Registers</u> (includes information held in registers required by law and other lists and registers relating to functions)		
<ul style="list-style-type: none"> • Electoral roll (edited version) • Register of burials 	<ul style="list-style-type: none"> ➤ Both these available for inspection at Council Offices 	
<ul style="list-style-type: none"> • Assets register 	<ul style="list-style-type: none"> ➤ Hard copy ➤ Contact Clerk 	See end section
<ul style="list-style-type: none"> • Disclosure log 	<ul style="list-style-type: none"> ➤ Not held 	
<ul style="list-style-type: none"> • Register of members' interests • Register of gifts and hospitality 	For both these: <ul style="list-style-type: none"> ➤ Contact Clerk 	N/A
<u>Class 7: The services we offer</u> (includes advice and guidance, booklets and leaflets, transactions, agreements and media releases)		
Current information only, including the following topics: <ul style="list-style-type: none"> • Allotments 	For all these: <ul style="list-style-type: none"> ➤ Website 	See end section

<ul style="list-style-type: none"> • Burial grounds and closed churchyards • Community centres and halls • Parks, playing fields and recreational facilities • Seating, litter bins, clocks, memorials and lighting • Bus shelters • Markets • Public conveniences • Agency agreements • Summary of services for which the Council is entitled to recover fees together with fee details (e.g. burial fees, allotment tenancies) 	<ul style="list-style-type: none"> ➤ Hard copy ➤ Contact Clerk 	
<u>Additional Information</u>		
No additional information decided upon yet.		
<u>Contact Details</u>		
<ul style="list-style-type: none"> • Contact details for the Council are: 	<p style="text-align: right;">Website: www.thetfordtowncouncil.gov.uk</p> <p style="text-align: right;">E-mail: reception@thetfordtowncouncil.gov.uk</p> <p style="text-align: right;">Postal address: Council Offices, King's House, King Street, THETFORD Norfolk IP24 2AP</p> <p style="text-align: right;">Telephone: (01842) 754247 Fax: (01842) 762567</p>	

<u>Schedule of Charges</u>		
<ul style="list-style-type: none"> Charges that may be levied are: 		
Photocopying (for hard copies):	15 pence per sheet	
Postage:	Royal Mail 2 nd Class tariff	
Statutory fees:	Not applicable	
Other:	None	