



Information available from Swaffham Town Council under the model publication scheme.

**Class 1**

Who's who on the Council and its Committees	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Location of main Council office and accessibility details	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Staffing structure	Town Council Website Hard Copy from Town Hall	Free 15p/sheet

**Class 2 – What we spend and how we spend it**

Annual return form and report by auditor	Hard Copy from Town Hall	15p/sheet
Finalised budget	Hard Copy from Town Hall	15p/sheet
Precept	Hard Copy from Town Hall	15p/sheet
Borrowing Approval letter	Hard Copy from Town Hall	15p/sheet
Financial Standing Orders and Regulations	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Grants given and received	Hard Copy from Town Hall	15p/sheet
List of current contracts awarded and value of contract	Hard Copy from Town Hall	15p/sheet
Members' allowances and expenses	Hard Copy from Town Hall	15p/sheet
Annual Income & Expenditure Account	Town Council Website Hard Copy from Town Hall	Free 15p/sheet

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**Class 3 – What our priorities are and how we are doing**

Swaffham Neighbour Hood Plan	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Annual Report to Town or Community Meeting	Town Council Website Hard Copy from Town Hall	Free 15p/sheep
Quality status	Hard Copy from Town Hall	15p/sheep
Local charters drawn up in accordance with DCLG guidelines	Hard Copy from Town Hall	15p/sheep

**Class 4 – How we make decisions**

Timetable of meetings	Town Council Website	Free
Agendas of meetings	Town Council Website Notice Board Hard Copy from Town Hall	Free Free 15p/sheet
Minutes of meetings - this will exclude information that is properly regarded as private to the meeting.	Town Council Website Notice Board Hard Copy from Town Hall	Free Free 15p/sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Responses to consultation papers	Hard Copy from Town Hall	15p/sheet
Responses to planning applications	Town Council Website Hard Copy from Town Hall	Free 15p/sheet
Bye-laws	N/A	

**Class 5 – Our policies and procedures**

<p>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</p>	<p>Town Council Website            Hard Copy from Town Hall</p>	<p>Free            15p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:            Internal instructions to staff and 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)</p>	<p>Town Council Website            Hard Copy from Town Hall</p>	<p>Free            15p/sheet</p>
<p>Information security policy</p>	<p>Town Council Website            Hard Copy from Town Hall</p>	<p>Free            15p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Town Council Website            Hard Copy from Town Hall</p>	<p>Free            15p/sheet</p>
<p>Data protection &amp; GDPR policies</p>	<p>Town Council Website            Hard Copy from Town Hall</p>	<p>Free            15p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Town Council Website            Hard Copy from Town Hall</p>	<p>Free            15p/sheet</p>

### **Class 6 – Lists and Registers**

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard Copy from Town Hall	15p/sheet
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	District Council Website Town Council Website Hard Copy from Town Hall	Free Free 15p/sheet
Register of gifts and hospitality	Hard Copy from Town Hall	15p/sheet

### **Class 7 – The services we offer**

Allotments	Information available from Council Office	Free
Burial grounds and closed churchyards	Information available from Council Office	Free
Parks, playing fields and recreational facilities	Information available from Council Office	Free
Seating, litter bins, clocks, memorials, and lighting	Information available from Council Office	Free
Bus shelters	Information available from Council Office	Free
Markets	Information available from Council Office	Free
Public conveniences	Information available from Council Office	Free

Agency agreements	Information available from Council Office	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Information available from Council Office	Fee's
Newsletter	Community Centre (Iceni) Swaffham Library	Free Free

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per A4 sheet (black & white)	Actual cost 15p
	Photocopying @ 20p per A4 sheet (colour)	Actual cost 20p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)