

INFORMATION AVAILABLE FROM TUXFORD TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council	Hard copy available from Clerk By email Noticeboard Council Website	8p per sheet Free Free Free
Contact details for Town Clerk and Council Members	Hard copy available from Clerk By email Noticeboard Council Website	8p per sheet Free Free Free
Council Address	Hard copy available from Clerk By email Noticeboard Council Website	8p per sheet Free Free Free
Staffing Structure	Council Website	Free
What we spend and how we spend it		
Annual return form and report by auditor	Hard copy available from Clerk Council Website	8p per sheet Free
Finalised budget	Hard copy available from Clerk Council Website	8p per sheet Free
Precept	Hard copy available from Clerk Council Website	8p per sheet Free
Borrowing approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy available from Clerk Council Website	8p per sheet Free
Grants given and received	Hard copy available from Clerk	8p per sheet
List of current contracts awarded and value of contract	Hard copy available from Clerk	8p per sheet
Members' allowances and expenses	N/A	

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What our priorities are and how we are doing		
Town Plan	Council Website	
Annual Report to Town or Community Meeting	Hard copy available from Clerk Council Website	8p per sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy available from Clerk By email Noticeboard Council Website	8p per sheet Free Free Free
Agenda of meetings	Hard copy available from Clerk By email	8p per sheet Free
Minutes of meetings Note: this will exclude information that is properly regarded as private to the meeting.	N/A	
Reports presented to council meetings	Hard copy available from Clerk Noticeboard Council Website	8p per sheet Free Free
Responses to consultation papers	N/A	
Responses to planning applications	Council website By email	Free Free
Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy available from Clerk/Council Website	8p per sheet/Free
Committee and sub-committee terms of reference	Hard copy available from Clerk	8p per sheet
Delegated authority in respect of officers	N/A	
Financial Regulations	Hard copy available from Clerk/Council Website	8p per sheet/Free
Code of Conduct	N/A	
Policy statements	Council Website	Free
Policies and procedures for the provision of services and about employment of staff:		

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Internal policies relating to the delivery of services	Hard copy available from Clerk	8p per sheet
Equality and diversity policy	N/A	
Health and safety policy	Hard copy available from Clerk/Council Website	8p per sheet/Free
Recruitment policies	N/A	
Policies and procedures for handling requests for information	N/A	
Complaints procedures	Hard copy available from Clerk/Council Website	8p per sheet/Free
Information security policy	N/A	
Records management policies	N/A	
Data protection policies	N/A	
Schedule of charges	(see below)	
Lists and Registers		
Any publicly available register or list	N/A	
Asset Register	Hard copy available from Clerk/Council Website	8p per sheet
Disclosure log	N/A	
Register of members' interests	Available from Monitoring Officer/BDC Council Website	BDC Charges/Free
Register of gifts and hospitality	N/A	
The services we offer		
Allotments	N/A	
Burial grounds	N/A	
Park, playing field and recreational facilities	Contact Clerk for details	
Seating, litter bins, clock, memorial and lighting	Contact Clerk for details	
Bus shelters	N/A	
Market place	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee	N/A	

Contact details:

Clare Fox or Lynda Donaldson
Tuxford Town Council
The Beeches Community Centre
Birch Court
Tuxford
Nottinghamshire
NG22 0NF

Telephone: 01777 870192

Email: clerk@tuxfordtowncouncil.gov.uk

Website: www.tuxfordtowncouncil.gov.uk

Schedule of Charges:

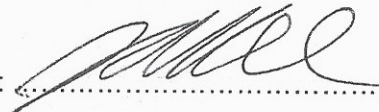
Photocopying: 8p per sheet (approx. cost)

Postage: Actual cost

Policy History and Review

This policy was approved by Tuxford Town Council in April 2009 and was last reviewed in January 2019.

In the event of any significant change to the legal position on our Publication Scheme, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by April 2027.

Approved:  Chairman of the Council

Date: 17, Oct, 2019

Folio Reference: FC011