

CONGLETON TOWN COUNCIL: Publication Scheme- Information Guide

Information available from Congleton Town Council under its model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do		
Where to find us-Location and map	Hard Copy Web Site	Nil
Committee Structure-current only	Hard Copy Web Site	£0.10
About the Town Council-extract from Constitution Background to the Town Council How the Council operates How decisions are made Citizens' Rights Role and functions of councillors, Mayor & Leader Honorary Burgesses	Hard Copy Web Site	£1
Council and Committee Membership	Hard Copy Web Site	£0.30
Contact details for councillors	Hard Copy/Newsletter Web Site	£0.10
Officer Management Structure	Hard Copy Web Site	£0.10
Contact details for Chief Officer and Managers	Hard Copy/Newsletter Web Site	£0.10
Ward details	Hard Copy	£0.10
Youth Committee Constitution	Hard Copy	£0.40
Class 2 – What we spend and how we spend it		
Financial Regulations-current only	Hard Copy	£0.50
Standing Orders for Contracts-current only	Hard Copy	£0.50
Approved Budget (including balances & Precept)-current and previous 3 years	Hard Copy	£1
Approved Budget & Precept-one page summary	Web Site	Nil
Investment Policy-current only	Hard Copy	£0.20
Procurement Policy-current only	Hard Copy	£0.20
Grants & Funding Policy-current only	Hard Copy Web Site	£0.20

Mayor's Allowance Scheme-current only	Hard Copy	£0.20
Medium Term Financial Strategy-current only	Hard Copy	£0.50
Annual return form and report by auditor-latest or previous 3 years	Hard Copy	£1
Annual Accounts-most recent and previous 3 years	Hard Copy	£1
Financial Management Report-most recent only	Hard Copy	£1
Borrowing Approval Letters-within last 3 years	Hard Copy	£0.10
Grants received	Hard Copy	£2
Grants given –list for current financial year and 3 previous years	Hard Copy	£2
Grants given-last full year	Web Site	Nil
List of current contracts awarded and value of contract	Hard Copy	£5
Members' allowances and expenses (No allowances are paid to Councillors other than Mayor & Deputy Mayor)	Hard Copy	£1
Class 3 – What our priorities are and how we are doing		
Corporate Strategy 2009-2012 “Backbone of the Community”	Hard Copy Web Site	£1
Corporate Strategy 2006-2009 “Making Localness Count”	Hard Copy	£1
Town Centre Plan	Hard Copy Web Site	£8
Town Centre Plan Baseline Report	Hard Copy	£8
Regeneration Strategy “Congleton in Transition”	Hard Copy Web Site	£5
Regeneration Strategy Baseline Report	Hard Copy	£5
Annual Report-Current and Previous 3 years	Hard Copy Web Site	£0.50
Town Quality status and Report-current	Hard Copy	£0.50
Extract from Business Plan-current only (non commercial information)	Hard Copy	£5
Performance Management Report-Latest or previous end of year	Hard Copy	£5
External Audit Report-latest or previous 3 years	Hard Copy	£0.5
Internal Report-Final or Interim (latest or previous 3 years)	Hard Copy	£1
Class 4 – How we make decisions		
Extracts from Constitution-current only	Hard Copy Web Site	£1
Information & Data Protection Policy	Hard Copy	£0.50
Minutes of Annual Town Meeting-latest and previous year	Hard Copy Web Site	£0.30
Reports to Annual Town Meeting-latest and previous 3 years	Hard Copy	£0.20

Timetable of meetings (Council, any committee/working group meetings and parish meetings) current & last year	Hard Copy Web Site	£0.40
Agendas of meetings- current & previous 3 years	Hard Copy From March 2008 on Web Site	£0.20
Minutes of meetings –current & previous 3 years)	Hard Copy From March 2008 on Web Site	£0.20
Reports presented to council meetings-current & previous 3 years – Nb. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	£0.10 per side
Responses to consultation papers	Hard Copies	£0.10 per side
Responses to planning applications	Hard Copies	£0.10 per side
Bye-laws-where applicable	Hard Copies	£1

Class 5 – Our Policies and Procedures		
Standing Orders	Hard Copy	£1
Quality Policy	Hard Copy	£0.30
Customer Care Policy	Hard Copy	£0.20
Terms of Reference of Committees & Delegation Scheme	Hard Copy	£2
Communications & Social Policy	Hard Copy	£0.20
Members Code of Conduct	Hard Copy	£5
Officers Code of Conduct	Hard Copy	£2
Protocol on Member/Officer Relations	Hard Copy	£1
ICT Policy	Hard Copy	£0.30
Environmental Policy	Hard Copy Web Site	£0.30
Policies and procedures for the provision of services and about the employment of staff.	Hard Copy	£1
Community & Social Policy	Hard Copy	£0.20
Child & Vulnerable Adult Policy	Hard Copy	£0.20
Equality policy	Hard Copy Web Site	£0.50
Health and Safety Policy	Hard Copy	£8
Current employment vacancies	Hard Copy Web Site	Nil

Job Descriptions & Person Specifications of current posts	Hard Copy on Web Site for vacancies	£0.40
Publication Scheme & Information Guide	Hard Copy Web Site	£1
Complaints Code & Procedure	Hard Copy Web Site	Nil
Information & Data Protection Policy	Hard Copy Web Site	£0.30
Document Retention Policy	Hard Copy	£0.40
Schedule of charges for Town Hall	Hard Copy Web Site	Nil
Class 6 – List and Registers		
Members Declaration of Acceptance of Office	Hard Copy	£0.10
Candidates at last election	Hard Copy	£1
Assets Register-current and previous 3 years	Hard copy	£1
Register of members' interests	Hard Copy	£1
Register of gifts and hospitality	Hard Copy	£1
Class 7 – The services we offer		
Town Ancient Records	Available for inspection by appointment	Nil
Allotments	Hard Copy Web Site	Nil
Paddling Pool	Hard Copy Web Site	Nil
Town Hall	Hard Copy Web Site	Nil
Handy Person Service	Hard Copy Web Site	Nil
Additional Information		
Glossary of Terms & Acronyms	Hard Copy Web Site	£0.50
Bear Necessities Newsletter-current and for previous year	Hard Copy Web Site	Nil
Town Guide-current	Hard Copy Web Site	Nil
Press releases-previous year only	Hard Copy Web Site	£0.20
Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	£0.10 per side

Information relating to the latest Boundary Review of the Council's area	Hard Copy	£0.10 per side
Congleton Partnership's Constitution	Hard Copy	£0.50
Congleton Shopping Guide	Hard Copy Web Site	Nil

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	Photocopy @ 10.p per sheet (black & white)	Actual cost*
	Photocopying @ 20 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Please note, document charges are base on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.