**Information available from Chipping Norton Town Council under the publication scheme**

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| **Information to be published**  | **How the information can be obtained**  |
| **Class 1 – Who we are and what we do** (Organisational information, structures, locations and contacts)  This will be current information only   | (Hard copy and/or Website)   Hard copy and Website or via Email if practicable  |
| Who’s Who on the Council and its Committees  | Hard copy and Website  |
| Contact details for The Mayor and Council members (named contacts where possible with telephone number and email address (if used))  | Hard copy and Website  |
| Location of main Council office and accessibility details  | Hard copy and Website  |
| Staffing structure  | Hard copy and website  |
| **Class 2 – What we spend and how we spend it** (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum  |     Hard copy  |
| Annual return form and report by auditor  | Hard copy  |
| Finalised budget  | Hard copy  |
| Precept  | Hard copy  |
| Borrowing Approval letter  | Hard copy (where applicable)  |
| Financial Standing Orders and Regulations  | Hard copy  |
| Grants given and received  | Hard copy  |
| List of current contracts awarded and value of contract  | Hard copy  |
| Members’ expenses  | Hard copy  |
| Members' allowances  | Not applicable  |

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| **Class 3 – What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)   |   |
| Neighbourhood Plan (Chipping Norton Town Council Neighbourhood Plan)  | Hard copy and website |
| Annual Report to Town Meeting (current and previous year as a minimum)  | Hard copy  |
| Quality status  | Hard copy  |
| Local charters drawn up in accordance with DCLG guidelines  | Not applicable  |
| **Class 4 – How we make decisions** (Decision making processes and records of decisions)  Current and previous council year as a minimum  |    Hard copy  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Hard copy  |
| Agendas of meetings (as above)  | Hard copy  |
| Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.  | Hard copy and Website  |
| Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.  | Hard copy  |
| Responses to consultation papers  | Hard copy where available  |
| Responses to planning applications  | Hard copy  |
| Bye-laws  | Hard copy  |
| **Class 5 – Our policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only  |     Hard copy  |
| Policies and procedures for the conduct of council business:  Procedural standing orders  | Hard copy  Hard copy  |

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| Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements  | Hard copy Hard copy Hard copy Hard copy  |
| 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)  | Hard copy   Hard copy Hard copy Hard copy Hard copy and Website Hard copy Hard copy  |
| Information security policy  | Hard copy  |
| Records management policies (records retention, destruction and archive)  | Hard copy  |
| Data protection policies  | Hard copy  |
| Schedule of charges (for the publication of information)  | Hard copy  |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only  | (hard copy; some information may only be available by inspection)  |
| Any publicly available register or list  | Hard copy  |
| Asset Register  | Hard copy  |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)  | Hard copy  |
| Register of members’ interests  | Hard copy  |
| Register of gifts and hospitality  | Hard copy  |
| **Class 7 – The services we offer** (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)  Hard copy and Website  |
| Allotments  | Hard copy  |
| Burial grounds and closed churchyards  | Hard copy  |
| Town Hall  | Not applicable  |
| Parks, playing fields and recreational facilities  | Hard copy  |
| Seating, litter bins, clocks, memorials and lighting  | Hard copy  |
| Bus shelters  | Hard copy  |
| Markets  | Not applicable  |
| Public conveniences  | Not applicable  |
| Agency agreements  | Not applicable  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | Hard copy  |

**Contact details:**

The Town Clerk

Chipping Norton Town Council

The Guildhall

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Chipping Norton

Oxfordshire

OX7 5NJ

Tel: 01608 642341 Email: townclerk@chippingnorton-tc.gov.uk Website: [www.chippingnortontowncouncil.oc.uk](http://www.chippingnortontowncouncil.oc.uk)

**SCHEDULE OF CHARGES**

1. One copy of any available document will be supplied free of charge to any resident within Chipping Norton

1. Multiple copies of any available document will be supplied to any resident within the Civic Parish of Chipping Norton on payment of the actual cost of copying and postage.

1. Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Chipping Norton or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

 *Reviewed (Date)*