

## Information available from Haverhill Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Free
Location of main Council office and accessibility details	Website Hard copy	Free Free
Staffing structure	Website Hard copy	Free 10p
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	Free
Finalised budget	Website Hard copy	Free 10p
Precept	Website	Free

	Hard copy	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Hard copy	Free 10p
Grants given and received	Website Hard copy	Free 10p
List of current contracts awarded and value of contract	Website Hard copy	Free 10p
Members' allowances and expenses	Website Hard copy	Free Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Free
Quality status	Not yet applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free Free
Agendas of meetings (as above)	Website Hard copy	Free Free

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Website Hard copy	Free Free
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
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	Website Hard copy	Free Free
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)	Website Hard copy	Free Free

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website Hard copy	Free Free
Records management policies (records retention, destruction and archive)	Website Hard copy	Free Free
Data protection policies	Website Hard copy	Free Free
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Free
Assets Register	Hard copy	Free
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)	Hard copy	Free
Register of members' interests	Hard copy	Free
Register of gifts and hospitality	Hard copy	Free
<b>Class 7 – The services we offer</b> (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)	

Community centres and village halls	Website Hard copy	Free Free
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free Free
Bus shelters	Website Hard copy	Free Free
Agency agreements	Hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Town Clerk  
Haverhill Arts Centre  
High Street

Haverhill  
CB9 8AR

01440 712858

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## 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
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ 10.p per sheet (colour)	Actual cost
	Postage	Free
<b>Statutory Fee</b>		In accordance with the current relevant legislation
<b>Other</b>		

\* the actual cost incurred by the Town Council