

Information available from Rothwell Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts). This will be current information only</i>		
Who's who on the Council and its Committees	By various means such as: Hard Copy / Email /Website	A4
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy /Email /Website	
Location of main Council office and accessibility details	Hard Copy /Email /Website	
Staffing structure	Hard Copy / Email / Website	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard Copy / Email / Website	
Finalised budget	Hard Copy / Email / Website	
Precept	Hard Copy	
Borrowing Approval letter (n/a)	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy / Email / Website	
Grants given and received	Hard Copy / Email	
List of current contracts awarded and value of contract	Hard Copy / Email	

Members' allowances and expenses	Hard Copy / Email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (draft)	Hard Copy / Email	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Hard Copy / Email	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy / Email	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard Copy / Email / Website	
Agendas of meetings (as above)	Hard Copy / Email / Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Email / Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Email / Website	
Responses to consultation papers	Hard Copy / Email	
Responses to planning applications	Hard Copy / Email	
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		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>ALL</p> <p>Hard Copy / Email</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>ALL</p> <p>Hard Copy Email</p>	
<p>Information security policy</p>	<p>Hard Copy / Email</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy / Email</p>	
<p>Data protection policies</p>	<p>Hard Copy / Email</p>	
<p>Schedule of charges)for the publication of information)</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most</p>	<p>Hard Copy</p>	

circumstances existing access provisions will suffice)		
Assets Register	Hard Copy / Email	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Hard Copy / Email	
Register of members' interests	Hard Copy / Email	
Register of gifts and hospitality	Hard Copy / Email	
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		
Allotments	Contact Kettering Borough Council Tel: 01536 410333	
Burial grounds and closed churchyards	Contact Kettering Borough Council Tel: 01536 410333	
Community centres and village halls	Contact Kettering Borough Council Tel: 01536 410333	
Parks, playing fields and recreational facilities	Contact Kettering Borough Council Tel: 01536 410333	
Seating, litter bins, clocks, memorials and lighting	Contact Kettering Borough Council Tel: 01536 410333	
Bus shelters	Contact Kettering Borough Council Tel: 01536 410333	
Markets	Contact the Town Clerk	
Public conveniences	Contact Kettering Borough Council Tel: 01536 410333	
Agency agreements (n/a)	Hard Copy Email	

A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Contact Kettering Borough Council Tel: 01536 410333	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Assessment		
Internal Control Procedures		

Contact details:

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Rothwell
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Tel: 01537 713252
E-mail: clerk@rothwelltowncouncil.gov.uk

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

Note: Many of the documents held by the Clerk can be emailed at no cost to the recipient.

* The actual cost incurred by the public authority

Rothwell Town Council
Guide for Information
Adopted 8th May 2018