



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

Version 2 – December 2017

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		
Who's who on the Council and its Committees (Full Council members and Festive lights committee)	Agendas and minutes of Town Council on <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . 2017 Newsletter, delivered to all Fleetwood addresses and copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . Noticeboards x 5 2017 Newsletter, delivered to all Fleetwood addresses and copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Location of main Council office and accessibility details	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . Noticeboards x 5 2017 Newsletter, delivered to all Fleetwood addresses and copies available from the clerk.	10p per photocopied sheet. Electronic copy free.

Staffing structure	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> 2017 Newsletter, delivered to all Fleetwood addresses and copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
<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)		
Annual return form and report by auditor	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> Hard copy available from the clerk on application.	10p per photocopied sheet. Electronic copy free.
Finalised budget	Hard copy available from the clerk on application. Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> When finalised and confirmed in April 2018	10p per photocopied sheet. Electronic copy free.
Precept	Hard copy available from the clerk on application. Online at: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a>	10p per photocopied sheet. Electronic copy free.
Borrowing Approval letter	Not applicable.	
Financial Standing Orders and Regulations	Hard copy available from the clerk on application.	10p per photocopied sheet. Electronic copy free.
Grants given and received	Hard copy available from the clerk on application.	10p per photocopied sheet. Electronic copy free.
List of current contracts awarded and value of contract	Hard copy available from the clerk on application. No current contracts in effect (December 2017)	10p per photocopied sheet. Electronic copy free.
Members' allowances and expenses	None claimed as of December 2017	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not yet available – under development	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Agendas and minutes of Town Council on <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> Hard copy available from the clerk.	10p per photocopied sheet. Electronic copy free.
Quality status	Not 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)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . Noticeboards x 5 Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Agendas of meetings (as above)	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . Hard copies available from the clerk. Fleetwood Library.	10p per photocopied sheet. Electronic copy free.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . Hard copies available from the clerk. Fleetwood Library.	10p per photocopied sheet. Electronic copy free.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website: <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> . Hard copies available from the clerk. Fleetwood Library.	10p per photocopied sheet. Electronic copy free.
Responses to consultation papers	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Responses to planning applications	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Bye-laws	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

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	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy 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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Information security policy	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Records management policies (records retention, destruction and archive)	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Data protection policies	Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Schedule of charges (for the publication of information)	See below.	

<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)	Available for inspection, through an appointment with the clerk	n/a
Assets Register	Available for inspection, through an appointment with the clerk	n/a
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)	N/A	n/a
Register of members' interests	Online at <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Register of gifts and hospitality	Available for inspection, through an appointment with the clerk	n/a
<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) (hard copy or website; some information may only be available by inspection)		
Allotments	Online at <a href="http://www.fleetwoodtowncouncil.org">www.fleetwoodtowncouncil.org</a> Hard copies available from the clerk.	10p per photocopied sheet. Electronic copy free.
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	n/a	n/a
Parks, playing fields and recreational facilities	n/a	n/a
Seating, litter bins, clocks, memorials and lighting	n/a	n/a
Bus shelters	n/a	n/a
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	n/a	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	n/a

**Contact details:**

The Clerk to the Town Council  
122 Poulton Rd  
Fleetwood  
FY7 7AR  
01253 872444  
CLERK@FLEETWOODTOWNCOUNCIL.ORG

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost – paper and ink *
	Photocopying @30p per sheet (colour)	Actual cost – paper and ink *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	n/a	n/a

\* the actual cost incurred by the public authority