

Information available from Reepham Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website</p> <p>Hard copy – Clerk</p>	<p>Free</p> <p>25p per sheet</p>
Who's who on the Council and its Committees	<p>Website</p> <p>Hard Copy - Clerk</p>	<p>Free</p> <p>25p/sheet</p>
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website</p> <p>Hard copy – Clerk</p>	<p>Free</p> <p>25p/sheet</p>
Location of main Council office and accessibility details	<p>Website</p> <p>Hard copy - Clerk</p>	<p>Free</p> <p>25p/sheet</p>
<p>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)</p> <p>Current and previous financial year</p>		
Annual return form and report by auditor	Hard copy - RFO	25p/sheet
Finalised budget	Hard copy - RFO	25p/sheet

Precept	Hard copy - RFO	25p/sheet
Financial Standing Orders and Regulations	Hard copy / website -RFO	25p/sheet
Grants given and received Grant Award Policy & Application form	Hard copy – RFO Hard copy / website	25p/sheet
List of current contracts awarded and value of contract	Hard copy - RFO	25p/sheet
Members' allowances and expenses	Hard copy - RFO	25p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting	Website Hard copy - Clerk	Free 25p/sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee meetings and parish meetings)	Website / noticeboard	Free
Agendas of meetings (as above)	Website / noticeboard Hard copy - Clerk	Free 25p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 25p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	25p/sheet
Responses to consultation papers	Hard copy	25p/sheet
Responses to planning applications	Hard copy	25p/sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Standing orders, Financial regulations & risk assessment Delegated authority in respect of officers Code of Conduct Co-option Policy Model Publication Scheme Press & Media Policy Protocol for reporting at meetings Records Management Policy Grant Award Policy & Application Form	Website Hard copy (Delegated authority only available in hard copy)	Free 25p/sheet
Policies and procedures for the provision of services and about the employment of staff: Grievance & Disciplinary policies Equal Opportunities policy Training Policy Lone Worker Policy Health and Safety Policy Freedom of Information document Compliments and Complaints policy Safeguarding children & Vulnerable Persons Cemetery Rules and associated forms Allotment Agreements and associated forms Market Rules and Regulations	Website Hard Copy	Free 25p/sheet
General Privacy Notice & Privacy Statement	Website / Hard copy	

Subject Access Request Policy Cookie Policy		
Schedule of charges (for the publication of information)	Website Hard copy	Free 25p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hard copy	25p/sheet
Register of members' interests	Broadland District Council website	
Register of gifts and hospitality	Hard copy	25p/sheet
Class 7 – The services we offer (Information about the services we offer) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments – Norwich Road, Stony Lane & Fiddlers Field		
Burial grounds and closed churchyards	Hard copy	25p/sheet
Town Hall (managed by Town Hall Management Committee)	Website	Free
Stimpson's Piece – recreation ground and pavilion		
Seating, litter bins, Church Clock and Street lighting		
Wednesday Market		
Public convenience – Pudding Pie Alley		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
To view hard copies of any document please contact the Clerk to arrange an appointment stating in advance which documents you wish to inspect		

There may be some documents that have not yet been uploaded onto the Council's website. If this is the case please email the Clerk with your itemised request for electronic copies		
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Contact details: Clerk to Reepham Town Council

Town Council Office

Town Hall

Church Street

Reepham, Norfolk

NR10 4JW

Tel: 01603 873355

Email: clerk@reephamtowncouncil.org.uk

SCHEDULE OF CHARGES

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

Where possible information may be emailed Free of charge

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Policy last reviewed and approved by full council – 14th March 2018 Minute ref – TC18/52