



RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087, Fax: (01933) 622 622

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Information available from Raunds Town Council under the model publication scheme

Raunds Town Council endeavours to ensure that it makes publicly available all information in going about its business, unless that information can be properly regarded as being confidential due to commercial sensitivity or because it relates to personal information regarding individuals.

This guide explains what information is readily available and how to access it. Charges made for this information are simply to recoup our costs when we provide hard copy information.

You may also be able to access other information held by the Town Council. If you require other information you should request this in writing (email acceptable) and tell us what information you need. Where the cost to the Council of providing this information would exceed £450 we may charge you or refuse your request. Costs incurred will be based on the staff time involved in retrieving or compiling the information. Staff time is charged at £25 per hour.¹ There are certain other instances where we may refuse your request. You can refer to the Information Commissioners Website for more information www.ico.org.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Copy Fee

¹ The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004

Information to be published	How the information can be obtained	Cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Copy Fee
Location of main Council office and accessibility details	Website Hard copy	Free Copy Fee
Staffing structure	Website Hard copy	Free Copy Fee
<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 as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website Hard copy	Free Free
Finalised budget	Website Hard copy	Free Copy Fee
Precept	Website Hard copy	Free Copy Fee
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Website Hard copy	Free Copy Fee
Grants given and received	Website Hard copy	Free Copy Fee
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Not applicable at this council	

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Vision for Raunds Website Hard copy	Free Copy Fee
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Copy Fee
Quality status	Website Hard copy	Free Copy Fee
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard	Free Free
Agendas of meetings (as above)	Website Noticeboard	Free Free
Minutes of meetings to be published with 15 working days of a meeting(as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free Copy fee
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website (within agendas) Website within minutes Hard copy	Free Copy Fee
Responses to consultation papers	Hard copy	Copy Fee
Responses to planning applications	Website (within minutes) Website (ENC planning portal) Hard copy	Free Copy Fee

Information to be published	How the information can be obtained	Cost
Bye-laws	Not applicable at this council	
Dog control orders	Website Hard copy	Free Copy fee
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(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 (within financial regulations) Code of Conduct Policy statements	All are available on our website Or Hard copy	Free Copy fee
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Inspection Only All are available on our website Or Hard copy	Free Free Copy Fee
Information security policy	Website Hard copy	Free Copy fee

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	Website Hard copy	Free Copy fee
Data protection policies	Website Hard copy	Free Copy fee
Schedule of charges (for the publication of information)	Website Hard copy	Free Copy fee
Class 6 – Lists and Registers		
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)		
Assets register	Website	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)	NOT HELD	
Register of members' interests	Website Hard copy	Free Copy Fee
Register of gifts and hospitality	Website Hard copy	Free Copy Fee
Class 7 – The services we offer (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)	
Current information only		
Allotments	Not applicable at this council	

Information to be published	How the information can be obtained	Cost
Burial grounds and closed churchyards	Website Hard copy	Free Copy Fee
Community centres and village halls	Website Hard copy	Free Copy Fee
Parks, playing fields and recreational facilities	Website Hard copy	Free Copy Fee
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free Copy Fee
Bus shelters	Not applicable at this council	
Markets	Website Hard copy	Free Copy Fee
Public conveniences	Website Hard copy	Free Copy Fee
Agency agreements	Hard copy	Copy Fee
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free Copy Fee
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Kate Houlihan
Town Clerk
Raunds Town Council
Thorpe Street
Raunds
Northants
NN9 6LT

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 @10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004)
Other		

* the actual cost incurred by the public authority

Reviewed April 2015, Amended October 2018 To Be reviewed Tri-Annually