

## Information available from Bradford on Avon Town Council under the model publication scheme adopted 27<sup>th</sup> July 2020 at Virtual Extraordinary Full Council

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Web site /email Hard copy	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Hard copy	Free
Location of main Council office and accessibility details	Web site Hard Copy	Free
Staffing structure	Web site/ email Hard copy	Free
<p><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)            Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy	10p per sheet Black & White 20p Colour
Finalised budget	Hard copy	10p per sheet Black & White 20p Colour
Precept	Hard copy	10p per sheet Black & White 20p Colour

Borrowing Approval letter	Hard copy	10p per sheet Black & White 20p Colour
Financial Standing Orders and Regulations	Hard copy	10p per sheet Black & White 20p Colour
	email	Free
Grants given and received	Hard copy	10p per sheet Black & White 20p Colour
	email	Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet Black & White 20p Colour
	email	Free
Members' allowances and expenses	Hard copy	10p per sheet Black & White 20p Colour
	email	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site/email	Free
	Hard copy	10p per sheet Black & White 20p Colour
Quality status	Hard copy	10p per sheet Black & White 20p Colour

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Web site/email Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>
<p>Agendas of meetings (as above)</p>	<p>Web site/email Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Web site/email Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Web site/email Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>
<p>Responses to consultation papers</p>	<p>email Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>
<p>Responses to planning applications</p>	<p>Web site Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p>	<p>email Hard copy</p>	<p>Free 10p per sheet Black &amp; White 20p Colour</p>

Delegated authority in respect of officers Code of Conduct Policy statements		
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	email Hard copy	Free 10p per sheet Black & White 20p Colour
Records management policies (records retention, destruction and archive)	email Hard copy	Free 10p per sheet Black & White 20p Colour
Schedule of charges for the publication of information)	email Hard copy	Free 10p per sheet Black & White 20p Colour
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(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	email Hard copy	Free 10p per sheet Black & White 20p Colour
Register of members' interests	Available for viewing	
Register of gifts and hospitality	Available for viewing	

<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	(some information may only be available by inspection)	
Community centres and village halls	Hard copy	Free or max 10p per sheet Black & White 20p Colour
Parks, playing fields and recreational facilities		Free or max 10p per sheet Black & White 20p Colour
Seating, litter bins, clocks, memorials and lighting		Free or max 10p per sheet Black & White 20p Colour
Bus shelters		Free or max 10p per sheet Black & White 20p Colour
<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: Sandra Bartlett, St Margaret's Hall, St Margaret's Street, Bradford on Avon BA15 1DE Tel 01225 864240  
 Email: [townclerk@bradfordonavontowncouncil.gov.uk](mailto:townclerk@bradfordonavontowncouncil.gov.uk)

## 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 plus staff time element
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority