

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

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)</p> <p>This will be current information only</p>	Website	Free
Who's who on the Council and its Committees	Website Hard Copy	Free 10p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10p/sheet
Staffing structure	Website Hard Copy	Free 10p/sheet
<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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	Free 10p/sheet
Annual return form and report by Internal and External auditors	Website Hard Copy	Free 60p
Finalised budget	Hard Copy	10p/sheet
Precept	Hard Copy	10p/sheet
Borrowing Approval letter	Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p/sheet

Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	Hard Copy	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan ( <i>2013 is last completed Parish Plan</i> )	Hard Copy	Free
Annual Report to Town Council Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	Free 10/sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website Hard Copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Hard Copy	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website Hard Copy	Free 10p/sheet
Current information only		
Policies and procedures for the conduct of council business:		

Procedural standing orders Financial Regulations Financial Risk Assessment General Risk Assessment Equal Opportunities Statement Complaints Procedure	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:	Website Hard Copy	10p/sheet
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information) <i>this document</i>	Website Hard Copy	Free 10p/sheet
<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)	
Assets Register	Website Hard Copy	10p/sheet
Register of members' interests	Website Hard Copy	Free 10p/sheet
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy	10p/sheet

Parks, playing fields and recreational facilities	Hard Copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting, signs	Hard Copy	10p/sheet
Bus shelters		
Public conveniences		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	10p/sheet
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Clerk to Loddon Town Council**

Emily Curtis

The Old School

Church Plain

Loddon

Norfolk

NR14 6EX

Tel: 01508 522020

Website: <http://www.loddontowncouncil.gov.uk/>

Email: [clerk@loddontowncouncil.gov.uk](mailto:clerk@loddontowncouncil.gov.uk)

**\* Unless requested by applicant, all information will be posted 2<sup>nd</sup> class.**