

## Information available from Penistone 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>TOWN COUNCIL WEBSITE</p>	
Who's who on the Council and its Committees	HARD COPY P.T.C WEBSITE	10p/SHEET
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	P.T.C WEBSITE	
Location of main Council office and accessibility details	P.T.C WEBSITE	
Staffing structure	P.T.C WEBSITE	
<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>	<p>(hard copy and/or website)</p> <p>HARD COPY AT TOWN COUNCIL OFFICE</p>	10p/SHEET
Annual return form and report by auditor	HARD COPY P.T.C OFFICE	

Finalised budget	HARD COPY T.C. OFFICE	10p/SHEET
Precept	HARD COPY T.C. OFFICE	10p/SHEET
Borrowing Approval letter		
Financial Standing Orders and Regulations	HARD COPY T.C. OFFICE	10p/SHEET
Grants given and received	HARD COPY - P.T.C WEBSITE	10p/SHEET
List of current contracts awarded and value of contract	HARD COPY T.C. OFFICE	10p/SHEET
Members' allowances and expenses	MAYORS ALLOWANCE	
	T.C. OFFICE	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 (current and previous year as a minimum)	HARD COPY   <sup>P.T.C.</sup> WEBSITE	10p/SHEET
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY P.T.C OFFICE	10p/SHEET
Quality status	AWAITING GUIDANCE FROM NALC	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HARD COPY P.T.C OFFICE	10p/SHEET
Agendas of meetings (as above)	HARD COPY P.T.C OFFICE	PENLISHTON'S LIBRARY
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	HARD COPY P.T.C OFFICE / WEBSITE   LIBRARY	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	HARD COPY P.T.C OFFICE / PTC WEBSITE	
Responses to consultation papers	HARD COPY PTC OFFICE	
Responses to planning applications	HARD COPY P.T.C OFFICE / NOW ON WEBSITE / LIBRARY	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (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 Code of Conduct Policy statements	HARD COPY P.T.C OFFICE  BY PRIOR APPOINTMENT	10p/sheet
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	HARD COPY PTC OFFICE  BY PRIOR APPOINTMENT	10p/sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	HARD COPY P.T.L OFFICE 10P/SHEET	
Records management policies (records retention, destruction and archive)	HARD COPY P.T.C OFFICE / BT PRIOR APPOINTMENT	
Data protection policies	HARD COPY P.T.C OFFICE	
Schedule of charges (for the publication of information)		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)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	HARD COPY P.T.C OFFICE / P.T.C WEBSITE	
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)	HARD COPY P.T.C OFFICE	
Register of members' interests	HARD COPY P.T.C OFFICE / NOW ON P.T.C WEBSITE BMB& WEB	
Register of gifts and hospitality	ALSO INCLUDED IN MINUTE BOOK	
<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)	
Current information only		
Allotments	HARD COPY P.T.C OFFICE / P.T.C WEBSITE	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	HARD COPY PTC OFFICE	PTZ WEBSITE
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	HARD COPY PTC OFFICE	PTZ WEBSITE
Markets	N/A	
Public conveniences	HARD COPY PTC OFFICE	PTZ WEBSITE
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	ALLOTMENT FEES	HARD COPY PTC OFFICE
<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  
 Keith Coulston  
 Town Council Office  
 St John's Community Centre