



Information available from Alton 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>	Town Hall (hard copy) or website	
Who's who on the Council and its Committees	Town Hall or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Town Hall or website	
Location of main Council office and accessibility details	Town Hall or website	
Staffing structure	Town Hall or website	

<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>	Town Hall (hard copy) or website	
Annual return form and report by auditor	Town Hall or website	50p + postage
Finalised budget	Town Hall or website	postage
Precept	Published as part of budget	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Town Hall or website	
Grants given and received	Town Hall or website	
List of current contracts awarded and value of contract	Town Hall	
Members' allowances and expenses	Town Hall	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Town Hall (hard copy) or website	
Corporate Strategy (current and previous year as a minimum)	Town Hall or website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Town Hall or website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Town Hall (hard copy) or website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Town Hall or website	
Agendas of meetings (as above)	Town Hall or website and on 2 noticeboards	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Town Hall or website	
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Town Hall or website	
Responses to consultation papers	Town Hall or website	
Responses to planning applications	Town Hall or website	
Bye-laws	Town Hall	
<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>	Town Hall (hard copy) or website	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Town Hall or website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Town Hall	
Information security policy	Town Hall	
Records management policies (records retention, destruction and archive)	Town Hall	
Data protection policies	Town Hall	
Schedule of charges (for the publication of information)	Town Hall	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	Town Hall (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 Town Hall	
Disclosure log – recorded in Minutes of each Committee	Town Hall or website	
Register of members’ interests	Website and Hard copy Town Hall	
Register of gifts and hospitality	Hard copy Town Hall	

Class 7 – The services we offer (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	Town Hall or website	
Closed churchyards	Town Hall or website	
Pavilions	Town Hall or website	
Parks, playing fields and recreational facilities	Town Hall or website	
Seating, litter bins, clocks, memorials and lighting	Town Hall or website	
Bus shelters	Town Hall or website	
Markets	Town Hall or website	
Public conveniences	Town Hall or website	
Agency agreements	Town Hall	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Town Hall, Market Square, Alton. GU34 1HD Tel: 01420 83986

E-mail: info@alton.gov.uk

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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)
Other		

* the actual cost incurred by the public authority