



## ALTON TOWN COUNCIL

### Information available under the Model Publication Scheme

Adopted: 5<sup>th</sup> March 2025

Review due: March 2027

Alton Town Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office. This scheme commits the Council to make information available to members of the public. This document sets out details of the information available under this scheme and how the public can access it.

Any material published or accessed on the Council's website [www.alton.gov.uk](http://www.alton.gov.uk) is provided free of charge. The Schedule of Costs at the end of this document sets out the charges made if information in hard copy is requested. Such a request may be made by contacting the Clerk (details at the end of this document).

| Information to be published                                                                                                                                                                                                         | How the information can be obtained             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational info, structures, locations and contacts)<br>Current information only                                                                                                 |                                                 |
| Who's who on the Council and its Committees                                                                                                                                                                                         | Website, email & hard copy                      |
| Details of any representation on local public bodies                                                                                                                                                                                | Website, email & hard copy                      |
| Postal and email address                                                                                                                                                                                                            | Website, email & hard copy                      |
| Contact details for Town Clerk and Council members                                                                                                                                                                                  | Website, email & hard copy                      |
| Location of main council office and accessibility details                                                                                                                                                                           | Website, email & hard copy                      |
| Staffing structure                                                                                                                                                                                                                  | Website, email & hard copy                      |
|                                                                                                                                                                                                                                     |                                                 |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current & previous financial year as a minimum | Some items may be available for inspection only |
| Statement of accounts and internal audit report in the format included in the Annual Return form                                                                                                                                    | Website, email & hard copy                      |
| Finalised budget                                                                                                                                                                                                                    | Website, email & hard copy                      |
| Precept                                                                                                                                                                                                                             | Website, email & hard copy                      |
| Borrowing Approval Letter                                                                                                                                                                                                           | Town Hall                                       |
| All items of expenditure over £500                                                                                                                                                                                                  | Website, email & hard copy                      |
| All items of expenditure over £100                                                                                                                                                                                                  | Email & hard copy                               |
| Financial Regulations                                                                                                                                                                                                               | Website, email & hard copy                      |
| Grants given and received                                                                                                                                                                                                           | Website, email & hard copy                      |
| List of current contracts awarded and value of contract                                                                                                                                                                             | Town Hall                                       |
| Members' allowances and expenses                                                                                                                                                                                                    | Town Hall                                       |
|                                                                                                                                                                                                                                     |                                                 |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current and previous year as a minimum                                          |                                                 |
| Corporate Strategy (current version)                                                                                                                                                                                                | Website, hard copy & email                      |

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| Annual Governance Statement in format included in the Annual Return form                                                                                                                           | Website, hard copy & email |
| Neighbourhood Plan                                                                                                                                                                                 | Website, email & hard copy |
| Annual Report to Parish Meeting                                                                                                                                                                    | Website, email & hard copy |
| Quality Status                                                                                                                                                                                     | Hard copy & email          |
| Local charters drawn up in accordance with DLUHC's guidelines                                                                                                                                      | Hard copy & email          |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Hard copy & email          |
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| <b>Class 4 – How we make decisions</b><br><i>(Decision making processes and records of decisions)</i><br><i>Current and previous year as a minimum</i>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                     |
| Timetable of meetings (Full Council and any committee / sub-committee and parish meeting)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Website, email & hard copy                                                                                                                                                          |
| Agendas of meetings (Full Council and any committee / sub-committee and parish meeting)                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Website, email & hard copy                                                                                                                                                          |
| Minutes of meetings (Full Council and any committee / sub-committee and parish meeting) (excluding information that is properly considered to be exempt from disclosure)                                                                                                                                                                                                                                                                                                                                                                                          | Website, email & hard copy                                                                                                                                                          |
| Reports presented to meetings (excluding information that is properly considered to be exempt from disclosure)                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Website, email & hard copy                                                                                                                                                          |
| Responses to consultation papers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Website, hard copy & email                                                                                                                                                          |
| Responses to planning applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | EHDC website (or appropriate authority if for a neighbouring parish), email & hard copy                                                                                             |
| Bye-laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Email & hard copy                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                     |
| <b>Class 5 – Our policies and procedures</b><br><i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i><br><i>Current information only</i>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                     |
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>Procedural standing orders</li> <li>Committee and sub-committee terms of reference</li> <li>Delegated authority in respect of officers</li> <li>Code of Conduct</li> <li>Policy statements</li> </ul>                                                                                                                                                                                                                                                         | Website, email & hard copy<br>Website, email & hard copy<br>Website, email & hard copy<br>Website, email & hard copy<br>Website, email & hard copy                                  |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>Internal instructions to staff and policies relating to the delivery of services</li> <li>Equality &amp; Diversity policy</li> <li>Health and Safety policy</li> <li>Recruitment policies (including current vacancies)</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | Email & hard copy<br>Website, email & hard copy<br>Email & hard copy<br>Email & hard copy<br>Website, email & hard copy<br>Website, email & hard copy<br>Website, email & hard copy |
| Records Management Policies: <ul style="list-style-type: none"> <li>Data Protection policy (including data sharing and CCTV policies)</li> <li>Information Security Policies</li> <li>Document Retention Policy</li> </ul>                                                                                                                                                                                                                                                                                                                                        | Website, email & hard copy<br>Website, email & hard copy<br>Website, email & hard copy                                                                                              |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Website, email & hard copy                                                                                                                                                          |

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| <b>Class 6 – Lists and Registers</b><br><i>Currently maintained lists and registers only</i>                                                                                                                       | <i>Some information may only be available for inspection</i> |
| Information legally required to hold in publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                             | Email or hard copy                                           |
| Assets Register, including details of public land and building assets                                                                                                                                              | Website, email & hard copy                                   |
| Disclosure log (indicating the information that has been provided in response to FOIA and EIR requests) – recommended as good practice                                                                             | Website, hard copy & email                                   |
| Register of members' interests                                                                                                                                                                                     | Website, email & hard copy                                   |
| Register of gifts and hospitality                                                                                                                                                                                  | Website, hard copy & email                                   |
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| <b>Class 7 – The services we offer</b><br><i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i><br><i>Current information only</i> | <i>Some may be available for inspection only</i>             |
| Allotments                                                                                                                                                                                                         | Website, email & hard copy                                   |
| Parks, playing fields and recreational facilities                                                                                                                                                                  | Website, hard copy & email                                   |
| Burial Grounds and Closed churchyards                                                                                                                                                                              | Website, email & hard copy                                   |
| Community centres, village halls and pavilions                                                                                                                                                                     | Website, email & hard copy                                   |
| Parks, playing fields and recreational facilities                                                                                                                                                                  | Website, email & hard copy                                   |
| Playgrounds                                                                                                                                                                                                        | Website, email & hard copy                                   |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                               | Website, email & hard copy                                   |
| Bus shelters                                                                                                                                                                                                       | Website, email & hard copy                                   |
| Markets                                                                                                                                                                                                            | Website, email & hard copy                                   |
| Public conveniences                                                                                                                                                                                                | Website, email & hard copy                                   |
| Agency agreements                                                                                                                                                                                                  | Town Hall                                                    |
| Services for which we are entitled to charge a fee and details of those fees (e.g. burial fees)                                                                                                                    | Website, email & hard copy                                   |

### **How to make a request for information**

Requests for hard copy & email information should be made in writing/by email and will be dealt with within 28 days:

By post: Alton Town Council, Town Hall, Market Square, Alton, GU34 1HD

By email: [info@alton.gov.uk](mailto:info@alton.gov.uk)

Telephone: 01420 83986

### **Schedule of Charges**

| Type of Charge    | Description                                | Basis of Charge                                                        |
|-------------------|--------------------------------------------|------------------------------------------------------------------------|
| Disbursement Cost | Photocopying @5p per sheet (black & white) | Cost incurred by ATC                                                   |
|                   | Photocopying @ 10p per sheet (colour)      | Cost incurred by ATC                                                   |
|                   | Postage                                    | Actual cost of Royal Mail standard 2 <sup>nd</sup> class service       |
| Statutory fee     |                                            | In accordance with the relevant legislation (quote the actual statute) |
| Other             |                                            |                                                                        |