

NAILSEA TOWN COUNCIL: PUBLICATION SCHEME

Information available from Nailsea Town Council under the Information Commissioner's model publication scheme

Information	How the information can be obtained i.e. hard copy from Town Council Office or from the website ¹	Cost
Class 1 – who we are and what we do (organisational information , structures, locations and contacts)		
Who's who on the Council and its committees	website	foc
Contact details for the Town Clerk and Council members	website	foc
Location of Town Council office and accessibility details	website	foc
Staffing structure	hard copy	10p
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) . current and previous financial year as a minimum		
Annual Return and Auditor's report	hard copy	foc
Current Year Budget	hard copy	10p pp
Next Year Budget	hard copy	10p pp
Precept	hard copy	foc
Borrowing approval letter	hard copy	10p
Financial Regulations	hard copy	10p pp
Grants given and received	hard copy	10p pp
Current contracts awarded and value of contract	hard copy	10p pp
Members allowances and expenses	hard copy	foc
Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	hard copy (library)	10p pp
Annual Report (current and previous year as a minimum)	hard copy	foc
Quality status	hard copy	10p pp
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

¹ Town Council Office is at Church House, Silver Street, Nailsea BS48 2DS. Web-site is www.nailseatowncouncil.gov.uk.

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Class 4 – How we make decisions (decision-making processes and records of decisions . current and previous council year as a minimum)		
Timetable of meetings (Town Council, Council committees and sub-committees)	website	foc
Agendas of meetings	website	foc
Minutes of meetings (excluding information that is properly regarded as confidential)	website	foc
Reports presented to Council meetings	hard copy	foc
Responses to consultation papers	hard copy	foc
Responses to planning applications	website	foc
Bye-laws	hard copy	foc
Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	hard copy	foc
<ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • 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	hard copy	foc
<ul style="list-style-type: none"> • 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 		
Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy	foc
Information security policy	hard copy	10p pp
Records management policies (records retention, destruction and archive)	hard copy	10p pp
Data protection policies	hard copy	10p pp
Schedule of charges for the publication of information	hard copy	foc
Class 6 – Lists and Registers (currently maintained lists and registers only)		
Any publicly available register or list	hard copy	10p pp

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Assets Register	hard copy	10p pp
Disclosure log (indicating the information that has been provided in response the requests)	Not held	n/a
Register of membersqinterests	hard copy	10p pp
Register of gifts and hospitality	hard copy	10p pp
Class 7 – The services we offer (including leaflets, guidance and newsletters produced for the public and businesses . current information only)		
Allotments	hard copy	foc
Burial grounds and closed churchyards	hard copy	foc
Community centres and village halls	hard copy	foc
Parks, playing fields and recreational facilities	hard copy	foc
Seating, litter bins, clocks, memorials and lighting	hard copy	foc
Bus shelters	hard copy	foc
Markets	hard copy	foc
Public conveniences	hard copy	foc
Agency agreements	hard copy	foc
A summary of services for which the council is entitled to recover a fee, together with those fees	hard copy	foc
Additional Information		
Contact details		
<p>Town Clerk Nailsea Town Council Church House Silver Street Nailsea North Somerset BS48 2DS</p> <p>01275 855277 clerk@nailseatowncouncil.gov.uk</p>		