

Droitwich Spa Town Council

Information available from the Council under the model publication scheme

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Hard copy and website	Copying
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and web site	Copying
Location of main Council office and accessibility details	St Richard's House, Victoria Square, Droitwich Spa, Worcestershire WR9 8DS Opening times in notice board and on website Disabled access	
Staffing structure	Hard copy and on website	Copying

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

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard copy	Copying
Finalised budget	Hard copy	Copying
Precept	Hard copy	Copying
Borrowing Approval letter	Not applicable	Copying
Financial Standing Orders and Regulations	Hard copy	Copying
Grants given and received	Hard copy	Copying
List of current contracts awarded and value of contract	Hard copy	Copying
Members' allowances and expenses	Expenses only – published scheme – hard copy	Copying

Class 3 – What our priorities are and how we are doing
 (Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Town Plan	Available in draft via Town Plan Group	Copying
Annual Report to Town Meeting	Hard copy	Copying
Quality status	Not active	
Local charters drawn up in accordance with Department of Communities and Local Government guidelines	Not applicable	

Class 4 – How we make decisions

(Decision making processes and records of decisions). Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Hard copy	Copying
Agendas of meetings (as above)	Hard copy at Town Hall and Library	Copying
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Copying
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Copying
Responses to consultation papers	In Minutes – hard copy	Copying
Responses to planning applications	Planning Minutes – website at WDC and hard copy	Copying
Bye-laws	Hard copy	Copying

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.

Information to be published	How the information can be obtained	Cost
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 Hard copy Hard copy Hard copy Hard copy	Copying
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy Hard copy Hard copy Hard copy – vacancies on website Hard copy Hard copy	Copying
Information security policy	Hard copy	Copying
Records management policies (records retention, destruction and archive)	Hard copy	Copying
Data protection policies	Hard copy	Copying
Schedule of charges for the publication of information	Hard copy (most free of charge)	Copying

Class 6 – Lists and Registers

Currently maintained lists and registers only. Some information may only be available by inspection

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Hard copy	Copying
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	Copying
Register of members' interests	Held by Monitoring Officer at Wychavon District Council	
Register of gifts and hospitality	Held by Monitoring Officer at Wychavon District Council	

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. Some information may only be available by inspection.

Information to be published	How the information can be obtained	Cost
Allotments	Website and hard copy	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Community Hall information on website and hard copy	
Parks, playing fields and recreational facilities	Website and hard copy	
Seating, litter bins, clocks, memorials and lighting	Website and hard copy	
Bus shelters	Website and hard copy	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those	Not applicable	

fees (e.g. burial fees)		
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Contact details:

Mrs Pam Craney, Town Clerk, Droitwich spa Town Council, St Richard's House, Victoria Square, Droitwich Spa, Worcestershire WR9 8DS
Telephone: 01905 774258 pam.craney@droitwichspa.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost*
	Photocopying @15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority