

TUXFORD TOWN COUNCIL

Information available from Tuxford Town Council under the model publication scheme (Reviewed April 2016)

Under the Freedom of Information Act 2000 it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes help an authority like the Council to be proactive in what information it releases to you and play a crucial role in supporting and providing greater openness and transparency across the public sector.

In line with Section 20 of the Act, the Information Commissioner has approved a new model scheme for the publication of information and this came into force on 1 January 2009.

The following document is based on the model scheme and shows the information that is available from the Council and how you can obtain it.

CONTACT DETAILS FOR THE TOWN COUNCIL AND ITS OFFICE:

The Clerk
Tuxford Town Council
The Old Grammar School
Lincoln Road
Tuxford
Notts NG22 0HP

Telephone: 01777 870 192
e-mail: clerk@tuxford-pc.gov.uk

Office open 8.00 am to 1 pm Tuesday to Friday inclusive

HOW THE CHARGES SHOWN ON THE FOLLOWING PAGES ARE CALCULATED:

DESCRIPTION	BASIS OF CHARGE
Printed copy: 10p a sheet with a maximum charge of 50p per document.	Cost 4p a sheet plus administration time
If you ask for the information to be posted to you, postage will be charged in addition.	Actual cost of Royal Mail standard 2 nd class post

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Hard copy by request from the Town Council office. By e-mail. Tuxfordian.	10p a sheet. No charge. No charge to Tuxford Residents.
Contact details for Town Clerk and Council members	Hard copy by request from the Town Council office. By e-mail. Town Council notice board. Tuxfordian.	10p a sheet. No charge. No charge. No charge to Tuxford Residents.
Location of main Council office and accessibility details (see Page 1)	By e-mail. Tuxfordian.	No charge. No charge to Tuxford Residents
Staffing structure	Hard copy by request from the Town Council office. By e-mail.	10p a sheet. No charge

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy by request from the Town Council office.	10p a sheet.
Precept request to Bassetlaw District Council	Hard copy by request from the Town Council office. Tuxfordian.	10p a sheet. No charge to Tuxford Residents.
Finalised budget	Hard copy by request from the	10p a

	Town Council office. By e-mail. Tuxfordian.	sheet. No charge. No charge to Tuxford Residents.
Financial Standing Orders and Regulations	Hard copy by request from the Town Council office. By e-mail.	10p a sheet. No charge.
Grants given and received	Hard copy by request from the Town Council office.	10p a sheet.

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing		
Annual Report of Chairperson to Parish Meeting	Hard copy by request from the Town Council office. By email.	10p a sheet. No charge.
Local charters drawn up in accordance with the Department for Communities and Local Government guidelines	Hard copy by request from the Town Council office.	10p a sheet.

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy by request from the Town Council office. By e-mail.	10p a sheet. No charge.
Agendas of meetings (as above)	Hard copy by request from the Town Council office. By e-mail.	10p a sheet. No charge.
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy by request from the Town Council office. By e-mail.	10p a sheet. No charge.
Reports presented to Council meetings – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy by request from the Town Council office. By email.	10p a sheet. No charge.
Responses to consultation papers	Hard copy by request from the	10p a

	Town Council office.	sheet.
Responses to planning applications	Hard copy by request from the Town Council office. By e-mail.	10p a sheet. No charge.

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures		
<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.</p>	<p>Hard copy by request from the Town Council office. By e-mail.</p>	<p>10p a sheet. No charge.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Health and safety policy. Complaints procedures (including those covering requests for information and operating the publication scheme). Child protection policy.</p>	<p>Hard copy by request from the Town Council office. By email.</p>	<p>10p a sheet. No charge.</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy by request from the Town Council office. By e-mail.</p>	<p>10p a sheet. No charge.</p>

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Electoral Register	<p>Only available by inspection at Bassetlaw District Council's offices: Queen's Buildings Potter Street Worksop, Notts. S80 2AH</p>	
Asset Register	Hard copy by request from the	10p per

	Town Council office. By email.	sheet. No charge.
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy by request from the Town Council office. By email.	10p a Sheet. No charge.
Register of members' interests	Only available by at Bassetlaw District Council's offices, address as above.	
Register of allotments	Only available by inspection at the Town Council office.	No charge
Register of Burials	Only available by inspection at the Town Council office.	No charge
Register of Graves	Only available by inspection at the Town Council office.	No charge

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer Current information only		
Allotment rules	Hard copy by request from the Town Council office. By email.	10p a sheet. No charge.
Tuxford Cemetery rules (not St. Nicholas church graveyard)	Hard copy by request from the Town Council office. By email.	10p a sheet. No charge.
Seating and litter bins.	Only available for inspection at the Town Council office.	No charge
Markets	Only available for inspection at the Town Council office.	No charge
Agency agreements	Only available for inspection at the Town Council office.	No charge
A summary of services for which the Council is entitled to recover a fee, together with those fees (for example, burial fees)	Hard copy by request from the Town Council office. By email.	10p a sheet. No charge