

## Information available from Corsham Town Council under the model publication scheme

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
Who's who on the Council and its Committees	Hard copy and Website
Contact details for Chief Executive and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy
<p><b>Class 2 – What we spend and how we spend it</b> (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>	Hard copy
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy and Website (Finance & Administration Minutes)
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	

Parish Plan (current and previous year as a minimum) (Corsham Community Area Plan)	Hard copy
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy and Website
Quality status (Local Council Awards Scheme)	Hard copy and Website
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and Website (Planning Minutes)
Bye-laws	Hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	Hard copy and Website
Policies and procedures for the conduct of council business:	Hard copy
Procedural standing orders	Hard copy and Website
Committee and sub-committee terms of reference	Hard copy and Website
Delegated authority in respect of officers	Hard copy and Website
Code of Conduct	Hard copy and Website
Policy statements	
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	

Equality and diversity policy	Hard copy and Website
Health and safety policy	Hard copy and Website
Recruitment policies (including current vacancies)	Hard copy
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	Hard copy and Website
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)	(Hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log	Hard copy
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(Hard copy or website; some information may only be available by inspection)
Current information only	Hard copy and Website
Allotments	Hard copy and Website
Burial grounds and closed churchyards	Hard copy and Website
Community centres and village halls (Town Hall)	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Hard copy
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 fees (e.g. burial fees)	Hard copy and Website

**Contact details:**

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**SCHEDULE OF CHARGES**

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Corsham
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Corsham on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Corsham or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

*File Ref: Council/WALC and NALC/Local Council Awards Scheme.*

*Approved by F&GP Cttee 08/06/2011. Update following restructure Dec '14. Reviewed by Chief Executive Dec '15 and Jan '17.*

*Next review date: December 2017.*