

Information available from Ollerton & Boughton Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Hard copy available from Clerk Website	20p per sheet Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy available from Clerk Website	20p per sheet Free
Location of main Council office and accessibility details	Hard copy available from Clerk Website	20p per sheet Free
Staffing structure	Hard copy available from Clerk Website	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy available from Clerk Website	20p per sheet Free
Finalised budget	Hard copy available from Clerk Website	20p per sheet Free
Precept	Hard copy available from Clerk	20p per sheet
Borrowing Approval letter	Hard copy available from Clerk	20p per sheet
Financial Standing Orders and Regulations	Hard copy available from Clerk Website	20p per sheet Free
Grants given and received	Hard copy available from Clerk	20p per sheet
Grant Funding Application Form	Hard copy available from Clerk Website	20p per sheet Free
List of current contracts awarded and value of contract	Hard copy available from Clerk	20p per sheet
Members' allowances and expenses	N/A	

Created	Version	Adopted	Reviewed
6 th April 2019	1	6 th April 2019	10 th June 2026

Class 3 – What our priorities are and how we are doing		
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy available from the Clerk. Website	20p per sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy available from the Clerk. Website	20p per sheet Free
Agendas of meetings (as above)	Hard copy available from the Clerk. Website	20p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from the Clerk. Website	20p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from the Clerk.	20p per sheet
Responses to consultation papers	Hard copy available from the Clerk.	20p per sheet
Responses to planning applications	NSDC Website	
Bye-laws	NSDC Website	

Class 5 – Our policies and procedures		
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 available from the Clerk Website	20p per sheet
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 available from the Clerk Website	20p per sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard copy available from the Clerk	20p per sheet
Schedule of charges (for the publication of information)	See below	

Class 6 – Lists and Registers		
Any publicly available register or list	N/A	
Assets Register	Hard copy from the Clerk Website	20p per sheet Free
Disclosure log	N/A	
Register of members' interests	Available from Monitoring Officer at NSDC	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
Allotments	Contact Clerk for details	
Burial grounds and closed churchyards		
Town Hall Room Hire		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Contact Clerk for details	
Agency agreements	Contact Clerk for details	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Town Clerk, Town Hall, Sherwood Drive, New Ollerton, NEWARK, Notts, NG22 9PP
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SCHEDULE OF CHARGES

Photocopying: 20p per sheet – approx. cost Postage: Actual cost Other: Actual cost