

Information available from Didcot Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost – See Schedule of Charges
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard copy and/or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and/or website	
Location of main Council office and accessibility details	Hard copy and/or website	
Staffing structure	Hard copy and/or website	
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)		
Annual return form and report by auditor	Hard copy and/or website	
Finalised budget	Hard copy and/or website	
Precept	Hard copy and/or website	
Financial Standing Orders and Regulations	Hard copy and/or website	
Grants given and received	Hard copy and/or website	
List of current contracts awarded and value of contract	Hard copy and/or website	

Members' allowances and expenses	Hard copy and/or website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not Produced	
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy and/or website	
Quality status	Hard copy and/or website	
Local charters drawn up in accordance with DCLG guidelines	Hard copy and/or website	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website	
Agendas of meetings (as above)	Hard copy and/or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	
Responses to consultation papers	Hard copy and/or website	
Responses to planning applications	Hard copy and/or website	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
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 and/or website	
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 and/or website	
Information security policy	Hard copy and/or website	
Records management policies (records retention, destruction and archive)	Hard copy and/or website	
Data protection policies	Hard copy and/or website	
Schedule of charges (for the publication of information)	Hard copy and/or website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		

Any publicly available register or list	Hard copy	
Assets Register	Hard copy	
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	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
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		
Allotments (General Tenancy Agreement and Rental Rates only)	Hard copy/and or website	
Burial grounds and closed churchyards	Hard copy	
Community centres and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy and/or website	
Seating, litter bins, clocks, memorials and lighting	Hard copy and/or website	
Markets	Hard copy and/or website	
Agency agreements	Hard copy and/or website	
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/or website	
Optional Additional Information		

Contact details:

Town Clerk
Didcot Town Council
Britwell Road
Didcot OX11 7HN

Tel 01235 812637
e-mail: council@didcot.gov.uk
website www.didcot.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Photocopying @ 15p per A3 sheet (black & White)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation