

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Hard Copy/e-mail/website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/e-mail/website	
Location of main Council office and accessibility details	Hard Copy/e-mail/website	
Staffing structure	Hard Copy/e-mail/website	
<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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy/e-mail/website	
Finalised budget	Hard Copy/e-mail/website	
Precept	Hard Copy/e-mail/website	
<del>Borrowing Approval letter</del>	<del>Hard Copy/e-mail/website</del>	
Financial Standing Orders and Regulations	Hard Copy/e-mail/website	
Grants given and received	Hard Copy/e-mail/website	
List of current contracts awarded and value of contract	Hard Copy/e-mail/website	
Members' allowances and expenses	Hard Copy/e-mail/website	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy/e-mail/website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/e-mail/website	
<del>Quality status</del>	<del>Hard Copy/e-mail/website</del>	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	<del>Hard Copy/e-mail/website</del>	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy/e-mail/website	
Agendas of meetings (as above)	Hard Copy/e-mail/website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy/e-mail/website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy/e-mail/website	
Responses to consultation papers	Hard Copy/e-mail	
Responses to planning applications	Hard Copy/e-mail	
<del>Bye-laws</del>	<del>Hard Copy/e-mail/website</del>	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<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  Policy statements</p>	<p>ALL</p> <p>Hard Copy/e-mail/website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>	<p>ALL</p> <p>Hard Copy/e-mail/website</p>	
<p>Information security policy</p>	<p>Hard Copy/e-mail/website</p>	

Records management policies (records retention, destruction and archive)	Hard Copy/e-mail/website	
Data protection policies	Hard Copy/e-mail/website	
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	
Assets register	Hard Copy/e-mail/website	
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/e-mail/website	
Register of members' interests	Hard Copy/e-mail/website	
Register of gifts and hospitality	Hard Copy/e-mail	
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Contact Town Clerk	
Burial grounds and closed churchyards	Contact North Northamptonshire Council Tel 0300 126 3000	
Community centres and village halls	Contact North Northamptonshire Council	

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Parks, playing fields and recreational facilities	Contact North Northamptonshire Council Tel 0300 126 3000	
Seating, litter bins, clocks, memorials and lighting	Contact North Northamptonshire Council Tel 0300 126 3000	
Bus shelters	Contact North Northamptonshire Council Tel 0300 126 3000	
Markets	Contact Town Clerk	
Public conveniences	Contact North Northamptonshire Council Tel 0300 126 3000	
<del>Agency agreements</del>		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact North Northamptonshire Council Tel 0300 126 3000	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority