

Information available from Hatfield Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Staffing structure	Hard Copy – contact Office Administrator	10p/sheet

<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy – contact Deputy Clerk	10p/sheet
Finalised budget	Website Hard Copy – contact Deputy Clerk	Free 10p/sheet
Precept	Website Hard Copy – contact Deputy Clerk	Free 10p/sheet
Borrowing Approval letter	Hard Copy – contact Deputy Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Hard Copy – contact Deputy Clerk	Free 10p/sheet
Grants given and received	Hard Copy – contact Deputy Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard Copy – contact Deputy Clerk	10p/sheet
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free 10p/sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Agendas of meetings (as above)	Hard Copy – contact Office Administrator	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Office Administrator	10p/sheet
Responses to consultation papers	Hard Copy – contact Office Administrator	10p/sheet
Responses to planning applications	Hard Copy – contact Office Administrator	10p/sheet

Bye-laws	Hard Copy – contact Clerk	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Website Hard Copy – contact Clerk	Free 10p/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 – contact Clerk	10p/sheet
Information security policy	Hard Copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	10p/sheet

Data protection policies	Hard Copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Hard Copy – contact Clerk	10p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy – contact Clerk	10p/sheet
Assets Register	Hard Copy – contact Deputy Clerk	10p/sheet
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 – contact Clerk	10p/sheet
Register of members' interests	Hard Copy – contact Clerk	10p/sheet
Register of gifts and hospitality	Hard Copy – contact Clerk	10p/sheet

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy – contact Office Administrator	10p/sheet
Burial grounds and closed churchyards		
Community centres and village halls	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Parks, playing fields and recreational facilities	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy – contact Office Administrator	Free 10p/sheet
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Hatfield Town Council, Council Offices, Birchwood Leisure Centre, Longmead, Hatfield, AL10 0AN

Tel. 01707 262023

Fax. 01707 271145

Email: enquiries@hatfield-herts.gov.uk

Our office is open 9am – 5pm Monday to Friday.

Website: www.hatfield-herts.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
* the actual cost incurred by the public authority		