



## BIGGLESWADE TOWN COUNCIL: Publication Scheme- Information Guide (12 July 2016)

Information available from Biggleswade Town Council under its model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 – Who we are and what we do</b>		
Where to find us- Location and map	Hard Copy Web Site	Nil
Committee Structure-current only	Hard Copy Web Site	£0.10
About the Town Council-extract from Constitution Background to the Town Council How the Council operates How decisions are made Citizens' Rights Role and functions of councillors, Mayor & Leader	Hard Copy Web Site	£1
Council and Committee Membership	Hard Copy Web Site	£1.00
Contact details for councillors	Hard Copy/Newsletter Web Site	Nil
Officer Management Structure	Hard Copy Web Site	£0.10
Contact details for Town Clerk and Managers	Hard Copy/Newsletter Web Site	Nil
Ward details	Hard Copy Web Site	Nil
Council & committee terms of reference	Hard Copy Web Site	£0.70
<b>Class 2 – What we spend and how we spend it</b>		
Financial Regulations-current only	Hard Copy Web Site	£0.70
Standing Orders for Contracts - current only (if applicable)	Hard Copy Web Site	£0.70
Approved Budget (including balances & Precept)-current and previous 3 years	Hard Copy Web Site	£1
Approved Budget & Precept - one page summary	Web Site	Nil
Treasury Management Policy - current only	Hard Copy Web Site	£0.20
Procurement Policy - current only	Hard Copy Web Site	£0.20
Grants & Funding Policy - current only	Hard Copy Web Site	£0.20
Pensions Discretions Policy	Hard Copy Web Site	£1.00
Mayor's Allowance Scheme - current only	Hard Copy Web Site	£0.20

Medium Term Financial Strategy - current only	Hard Copy Web Site	£0.50
Annual return form and report by auditor - latest or previous 3 years	Hard Copy Web Site	£1
Annual Accounts-most recent and previous 3 years	Hard Copy Web Site	£1
Monthly Financial Management Report - (for past 12 months)	Hard Copy Web Site	£1
Borrowing Approval Letters - within last 3 years (if applicable)	Hard Copy	£0.10
Grants received	Hard Copy Web Site	£2
Grants given - list for current financial year and 3 previous years	Hard Copy	£2
Grants given - last full year	Web Site	Nil
List of current contracts awarded and value of contract	Hard Copy Web Site	£2
Members' allowances and expenses (No allowances are paid to Councillors other than Mayor)	Hard Copy	£1
<b>Class 3 – What our priorities are and how we are doing</b>		
Corporate Strategy 2016-20 “Doing the Best for Biggleswade”	Hard Copy Web Site	£1
Communications & Marketing Policy	Hard Copy Web Site	£1
Annual Report - Current only	Hard Copy Web Site	£0.50
Statements regarding Local Council Award Scheme	Hard Copy Web Site	£0.50
Business Plan-current only (non-commercial information)	Hard Copy Web Site	£3
Performance Management Report - Latest or previous end of year	Hard Copy Web Site	£3
External Audit Report-latest or previous 3 years	Hard Copy Web Site	£0.50
Internal Report - Final or Interim (latest or previous 3 years)	Hard Copy Web Site	£0.50
<b>Class 4 – How we make decisions</b>		
Information & Data Protection Policy	Hard Copy Web Site	£0.50
Community Engagement Policy	Hard Copy Web Site	£0.50
Minutes of Annual Town Meeting-latest and previous year	Hard Copy Web Site	£0.30
Reports to Annual Town Meeting-latest and previous 3 years	Hard Copy	£0.20
Timetable of meetings (Council, any committee/working group meetings and town meetings) current & last year	Hard Copy Web Site	Nil
Agendas of meetings - current & previous 3 years	Hard Copy Web Site	£0.30
Minutes of meetings - current & previous 3 years)	Hard Copy Web Site	£0.30
Reports presented to council meetings - current & previous 3 years – <b>NB this will exclude information that is properly regarded as private to the meeting.</b>	Hard Copy Web Site	£0.10 per side
Responses to consultation papers	Hard Copies Web Site	£0.10 per side
Responses to planning applications	Hard Copies Web Site	£0.10
Bye-laws - where applicable	Hard Copies	£1

<b>Class 5 – Our Policies and Procedures</b>		
Standing Orders	Hard Copy Web Site	£1
Quality Policy	Hard Copy Web Site	£0.30
Customer Care Policy	Hard Copy Web Site	£0.20
Terms of Reference of Committees & Delegation Scheme	Hard Copy Web Site	£2
Community & Social Policy	Hard Copy Web Site	£0.20
Members Code of Conduct	Hard Copy Web Site	£1
Officers Code of Conduct	Hard Copy Web Site	£1
Protocol on Member/Officer Relations	Hard Copy Web Site	£1
IT, Website & Email Policy	Hard Copy Web Site	£0.30
Environmental Policy	Hard Copy Web Site	£0.30
Policies and procedures about the employment of staff.	Hard Copy Web Site	£3
Community & Social Policy	Hard Copy Web Site	£0.20
Protection of Children & Vulnerable Adult Policy	Hard Copy Web Site	£0.20
Equality policy	Hard Copy Web Site	£0.50
Health and Safety Policy	Hard Copy	£5
Current employment vacancies	Hard Copy Web Site	Nil
Job Descriptions & Person Specifications of current posts	Hard Copy vacancies on Web Site	£0.40
Publication Scheme & Information Guide	Hard Copy Web Site	£1
Complaints Code & Vexatious Policy	Hard Copy Web Site	Nil
Volunteers Policy	Hard Copy Web Site	£0.30
Document Retention Policy	Hard Copy Web Site	£0.40
Economic development policy	Hard Copy Web Site	£1
Flag Flying Policy	Hard Copy Web Site	£0.30
Risk Management Scheme	Hard Copy Web Site	£0.30
<b>Class 6 – List and Registers</b>		
Members Declaration of Acceptance of Office	Hard Copy	£0.10
Candidates at last election	Hard Copy	£1
Assets Register-current and previous 3 years	Hard copy	£1
Register of members' interests	Hard Copy Web Site link	£0.50
Asset Register	Website	Nil

<b>Class 7 – The services we offer</b>		
Schedule of charges for Civic Centre & Markets	Hard Copy Web Site	Nil
Old Records and Minutes Records	Available for inspection by appointment	Nil
Civic Centre	Hard Copy Web Site	Nil
Markets	Hard Copy Web Site	Nil
Allotments	Hard Copy Web Site	Nil
Recreation Grounds, Open Spaces Play Areas	Hard Copy Web Site	Nil
Sports Grounds	Hard Copy Web Site	Nil
Business Continuity policy & Emergency Plan	Hard Copy Web Site	£0.50
Street Lighting	Hard Copy Web Site	Nil
Bus Shelters	Hard Copy Web Site	Nil
Litter Bins	Hard Copy Web Site	Nil
Public Seating	Hard Copy Web Site	Nil
Burial Grounds	Hard Copy Web Site	Nil
Closed Church Yards	Hard Copy Web Site	Nil
<b>Additional Information</b>		
Glossary of Terms & Acronyms	Hard Copy Web Site	£0.50
Newsletter - current and for previous year	Hard Copy Web Site	Nil
Town Guide-current	Hard Copy Web Site	Nil
Press releases - previous year only	Hard Copy Web Site	£0.20
Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	£0.1/ side
Town Centre Strategy & Masterplan	Hard Copy Web Site	£5.00
Biggleswade Green Infrastructure Plan	Hard Copy Web Site	£5.00

## 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	Photocopy @ 10.p per sheet (black & white)	Actual cost*
	Photocopying @ 20 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.

Contact Details:    **The Old Court House, 4 Saffron Road, Biggleswade, Beds SG18 8DL**  
Tel:    **01767 313134**  
Fax:    **01767 601188**  
Email: [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk)