



HOLT TOWN COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Town Council on December 8th 2008

Reviewed April 2012

Next Review by 2016

Information available from Holt Town Council Parish under the model publication scheme

NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7. The Clerk's contact details and those of the town website are also on Page 7.

Information to be published	How the information can be obtained	Cost
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	From the Annual Report, Council leaflet, website. Annual Report –published March Council leaflet – Council offices, library Website – homepage - contacts	See costs on Page 7 for hard copies of documents in Class 1
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above and parish notice boards (situated on Fish Hill and in the Community Centre)	
Location of main Council office and accessibility details	Accessible office is in the Community Centre, Kerridge Way, Holt, NR265 6DN. Office is open Mon/Wed/Fri 9.00 – 12.00 midday. (or by appointment)	
Staffing structure	P/T Town Clerk and P/T Administration Assistant.	

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)				See costs on Page 7 for hard copies of documents in Class 2
Current and previous financial year as a minimum				
Annual Return form, and any audit reports			Hard copy	
Finalised budget			Hard copy or email	
Precept			Hard copy	
Borrowing Approval letter			N/A	
Financial Standing Orders and Regulations			Hard copy or email	
Grants given and received			Hard copy	
List of current contracts awarded and value of contract			Hard copy	
Members' allowances and expenses			No members allowances or expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)				See costs on Page 7 for hard copies of documents in Class 3
Ten Year Maintenance Plan for the Cemetery (2008)			Hard copy	
Spouts Hills Common Consultation Document (2006)			Hard copy	
Feasibility Study for the Church Street toilet site			Hard copy	
Business plan for the Church Street toilet site (2008)			Library / website	
Annual Town Council Reports (published and circulated to all households in March)			Website, hardcopy or library	
Holt Vision Study			Hard Copy on loan from HTC or library Available on HTC 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	Not available From the Clerk of website See above Not available Freedom of Information details available	
Information security policy	Specified in Risk Assessment – hard copy or email.	
Records management policies (records retention, destruction and archive)	Hard copy or email	
Data protection policies	No data not in public domain.	
Schedule of charges (for the publication of information)	See Page 7	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	From the Clerk for inspection only	
Disclosure log (indicating the information that has been provided in response to requests;	Not yet available	

recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Apply to Clerk	
Register of gifts and hospitality	Apply to Clerk	
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		See costs on Page 7 for hard copies of documents in Class 7
Town Council Information leaflet	Leaflet - Apply to Clerk	
Cemetery information leaflet	Leaflet - Apply to Clerk	
Services:		
Street lights		
Cemetery	As above	
Car Park	Apply to Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy or e mail	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Di Dann, Town Clerk
Holt Town Council, Community Centre
Kerridge Way, Holt
Norfolk, NR25 6DN:

Tel no 01263 712149

E mail holttowncouncil@gmail.com

Web Site www.holttowncouncil.org

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 20p single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £2 per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price.
	Research fee £20 per hour	Actual cost of research