

INFORMATION AVAILABLE FROM STALHAM TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – WHO ARE WE AND WHAT DO WE DO		
Current information only		
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council Members	Website/Noticeboard	Free
Location of Town Council office and accessibility details	Website	Free
Staffing Structure	Website	Free
Representatives to outside bodies	Website	Free
Class 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Annual return form and report by auditor	Website	Free
Annual Return summary	Website	Free
Precept	Website	Free
Standing Orders	Website	Free
Financial Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and contract value	Hard copy - contact Clerk of the Town Council	10p/sheet
Leases of the Town Council	Website	Free
Latest Town Council Statement of Accounts	Website	Free
Delegated decisions by the Clerk of the Council	Website	Free
Spending transactions	Website	Free
Class 3 – WHAT ARE PRIORITIES ARE AND HOW WE ARE DOING		
Annual Report to Parish	Website	Free
Class 4 – HOW WE MAKE DECISIONS		
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Timetable of Town Council Meetings	Website	Free
Agendas of Town Council and Committee Meetings	Website	Free
Minutes of Town Council and Committee Meetings	Website	Free
Reports presented to Town Council and Committee Meetings	Hard Copy – contact Clerk of the Town Council	10p/sheet

Responses to Consultation papers	Hard copy - contact Clerk of the Town Council	10p/sheet
Response to Planning Applications	Hard copy - contact Clerk of the Town Council	10p/sheet
Bye-laws	Hard copy – contact Clerk of the Town Council	10/sheet
Class 5 – OUR POLICIES AND PROCEDURES		
Current information only		
Standing Orders	Website	Free
Committee and Working Groups Terms of Reference	Website	Free
Delegated authority in respect of officers	Website	Free
Code of Conduct	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Complaints procedures	Website	Free
Records management policies	Website	Free
Schedule of fees and charges	Website	Free
Publication scheme	Website	Free
Training Statement of Intent	Website	Free
Risk assessment	Website	Free
Financial regulations	Website	Free
Class 6 – LISTS AND REGISTERS		
Currently maintained lists and registers only		
Assets Register	Website	Free
Register of members' interests	District Council Website	
Register of gifts and hospitality	Hard copy - contact Clerk of the Town Council	10p/sheet
Class 7 – SERVICES WE OFFER		
Burial Ground and closed churchyards	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Allotments terms of tenancy	Website	Free
Allotment waiting list	Hard copy - contact Clerk of the Town Council	10p/sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying@ 10p per sheet	Actual cost
	Postage	Actual cost – 2 nd class mail

Contact details:

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