



HUNSTANTON

TOWN COUNCIL

PUBLICATION SCHEME

This scheme uses a model prepared and approved by the Information Commissioner. It commits the council to making the information it holds routinely and proactively available to the public as part of its normal business activities.

The information will normally be free of charge on the council's website at www.hunstantontowncouncil.gov.uk and/or in hard copies from the council office at The Town Hall, The Green, Hunstanton PE36 6BQ where staff will be pleased to assist inquirers and to offer additional help to those with disabilities.

(The council may, however, request donations towards the cost of printing, paper and postage should large volumes of hard copy documents be requested.)

NB: Information held by the council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

INFORMATION AVAILABLE INCLUDES:

Class 1 –

- ✚ Who we are and what we do (organisational information, structures, locations and contacts, constitutional and legal governance)
- ✚ Who's who on the council, their roles, and its committee/working groups
- ✚ Contact details for staff and councillors Location of the council office and its accessibility
- ✚ Staffing structure Legal basis (i.e. for expenditure)

Class 2 –

- ✚ What we spend and how we spend it (Financial information relating to projected and actual receipts and payments, tenders, procurement, contracts and financial audit)
- ✚ Annual return form and auditor's report
- ✚ Finalised budget Precept request
- ✚ Financial regulations
- ✚ Grants and orders
- ✚ Contracts awarded
- ✚ Income and expenditure accounts
- ✚ Members allowances/expenses (n/a)

Class 3 –

- ✚ What our priorities are and how we are doing (Strategy and performance information, plans, assessments, inspections and reviews)
- ✚ Parish plan
- ✚ Annual reports/parish meeting
- ✚ Neighbourhood Development Plan

Class 4 –

- ✚ How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)
- ✚ Timetable of meetings
- ✚ Agendas
- ✚ Minutes
- ✚ Reports to meetings
- ✚ Responses to consultations
- ✚ Responses to planning applications

Class 5 –

- ✚ Our policies and procedures (Current written protocols for delivering our functions and responsibilities)
- ✚ Adopted policies
- ✚ Procedural Standing Orders
- ✚ Code of Conduct
- ✚ Authorities delegated to staff

Class 6 –

- ✚ Lists and registers (Information held in registers required by law and other lists and registers relating to the functions of the authority)
- ✚ Any publicly available register or list
- ✚ Assets register
- ✚ Register of members' interests

Class 7 –

- ✚ The Services we offer (Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered)
- ✚ Visitor information
- ✚ Allotments
- ✚ Play areas
- ✚ Seats
- ✚ Bus shelters
- ✚ Notice boards
- ✚ Newsletter