



FLITWICK TOWN COUNCIL

Publication Scheme- Information Guide

Adopted by Council: 15 September 2020.

Information available from Flitwick Town Council under its model Publication Scheme.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST Hard copies only
Class 1 – Who we are and what we do		
Where to find us- Location and map	Hard Copy Web Site	Free
Committee Structure-current only	Hard Copy Web Site	Standard charge
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 of Council	Hard Copy Web Site	Standard charge
Council and Committee Membership	Hard Copy Web Site	Standard charge
Contact details for councillors	Hard Copy Web Site	Free
Officer Management Structure	Hard Copy Web Site	Standard charge
Contact details for Town Clerk and Managers	Hard Copy Web Site	Free
Ward details	Hard Copy Web Site	Free
Council & committee terms of reference	Hard Copy Web Site	Standard charge
Diary of Events	Hard Copy Web Site	Free
Calendar of Meetings	Hard Copy Web Site	Free
Class 2 – What we spend and how we spend it		
Financial Regulations-current only	Hard Copy Web Site	Standard charge
Standing Orders for Contracts-current only	Hard Copy Web Site	Standard charge
Approved Budget (including balances & Precept)-current and previous 3 years	Hard Copy Web Site	Standard charge
Approved Budget & Precept-simplified version	Hard Copy Web Site	Free
Treasury Management Policy-current only	Hard Copy Web Site	Standard charge
Procurement Policy-current only	Hard Copy Web Site	Standard charge
Grants Policy-current only	Hard Copy Web Site	Free
Pensions & Pensions Discretion Policy (where applicable)	Hard Copy Web Site	Standard charge
Mayor's Allowance Scheme-current only (if applicable)	Hard Copy Web Site	Standard charge
Medium Term Financial Strategy-current only	Hard Copy Web Site	Standard charge
Annual return form and report by auditor-latest or previous 3 years	Hard Copy Web Site	Standard charge
Annual Accounts-most recent and previous 3 years	Hard Copy Web Site	Standard charge
Monthly Financial Management Report- (for past 12 months)	Hard Copy Web Site	Standard charge
Borrowing Approval Letters-within last 3 years (if applicable)	Hard Copy	Standard charge

Grants received	Hard Copy Web Site	Standard charge
Grants given list for current financial year and 3 previous years	Hard Copy Website	Standard charge
Grants given-last full year	Hard Copy Website	Standard charge
List of current contracts awarded and value of contract	Hard Copy Web Site	Standard charge
Members' allowances and expenses (No scheme currently applicable)		Not applicable
Class 3 – What our priorities are and how we are doing		
Corporate Strategy	Hard Copy Web Site	Standard charge
Communications & Marketing Policy	Hard Copy Web Site	Standard charge
Annual Report-Current only	Hard Copy Web Site	Free
Statements regarding Local Council Award Scheme	Hard Copy Web Site	Standard charge
Business Plan-current only (non-commercial information)	Hard Copy Web Site	Standard charge
Performance Management Report-Latest or previous end of year	Hard Copy Web Site	Standard charge
External Audit Report-latest or previous 3 years	Hard Copy Web Site	Standard charge
Internal Audit Report-Final or Interim (latest or previous 3 years)	Hard Copy Web Site	Standard charge
Class 4 – How we make decisions		
Monthly meetings Schedules	Hard Copy Web Site	Free
Information & Data Protection Policy	Hard Copy Web Site	Standard charge
Community Engagement Policy	Hard Copy Web Site	Standard charge
Minutes of Annual Town Meeting-latest and previous year	Hard Copy Web Site	Standard charge
Reports to Annual Town Meeting-latest and previous 3 years	Hard Copy	Standard charge
Timetable of meetings (Council, any committee/working group meetings and town meetings) current & last year	Hard Copy Web Site	Free
Agendas of meetings- current & previous 3 years	Hard Copy Web Site	Standard charge Free at meetings
Minutes of meetings –current & previous 3 years)	Hard Copy Web Site	Standard charge
Reports presented to council meetings-current & previous 3 years – NB. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Web Site	Standard charge
Responses to consultation papers	Hard Copies Web Site	Standard charge
Responses to planning applications	Hard Copies Web Site	Standard charge
Bye-laws-where applicable	Hard Copies	Standard charge
Class 5 – Our Policies and Procedures		
Standing Orders	Hard Copy Web Site	Standard charge
Quality Policy	Hard Copy Web Site	Standard charge
Customer Care and Complaints Policy	Hard Copy Web Site	Standard charge
Terms of Reference of Committees & Delegation Scheme	Hard Copy Web Site	Standard charge
Community & Social Policy	Hard Copy Web Site	Standard charge
Members Code of Conduct	Hard Copy Web Site	Standard charge
Officers Code of Conduct	Hard Copy Web Site	Standard charge
Protocol on Member/Officer Relations (if applicable)	Hard Copy Web Site	Standard charge
IT, Website & Email Policy	Hard Copy Web Site	Standard charge
Environmental Policy	Hard Copy Web Site	Standard charge
Policies and procedures about the employment of staff.	Hard Copy Web Site	Standard charge

Child Protection & Vulnerable Person Safeguarding Policy	Hard Copy Web Site	Standard charge
Equality policy	Hard Copy Web Site	Standard charge
Health and Safety Policy	Hard Copy	Standard charge
Current employment vacancies	Hard Copy Web Site	Free
Job Descriptions & Person Specifications of current posts	Hard Copy vacancies on Web Site	Standard charge
Publication Scheme & Information Guide	Hard Copy Web Site	Standard charge
Volunteer Policy	Hard Copy Web Site	Standard charge
Document Management Policy	Hard Copy Web Site	Standard charge
Regeneration Policy	Hard Copy Web Site	Standard charge
Risk Management Scheme	Hard Copy Web Site	Standard charge
Flag Flying Policy Strategy	Hard Copy Web Site	Standard charge
Street Naming Policy	Hard Copy Web Site	Standard charge
Planning Guide & Policy	Hard Copy Web Site	Standard charge
Class 6 – List and Registers		
Members Declaration of Acceptance of Office	Hard Copy	Standard charge
Candidates at last election	Hard Copy	Standard charge
Assets Register-current and previous 3 years	Hard copy Web Site	Standard charge
Register of members' interests	Hard Copy Web Site link	Standard charge
Electoral Register	By inspection only	
Class 7 – The services we offer		
Business Continuity policy	Hard Copy Web Site	Standard charge
Emergency Plan	Hard Copy Web Site	Standard charge
Information on forthcoming events	Hard Copy Web Site	Free
Information on past events	Hard Copy Web Site	Standard charge
Public office/reception-information leaflets	Hard Copy	Free
Rufus Centre-Office accommodation for rent	Hard Copy Website	Free
Rufus Centre-Rooms for hire	Hard Copy Website	Free
Rufus Centre-café and menu	Website	
Rufus Centre-events and services	Hard Copy Web Site	Standard charge
Allotments-policies and rules	Hard Copy Web Site	Standard charge
Information on CCTV services	Hard Copy Web Site	Standard charge
CCTV images	Hard Copy Electronic	Standard charge but limited in accordance with data protection.
Information on floral displays	Hard Copy Web Site	Standard charge
Burial services, including records and grave locations	Hard Copy Web Site	Standard charge
Closed Church Yards (if applicable)	Hard Copy Web Site	Standard charge
Mayoral Events	Hard Copy Web Site	Free
Civic Awards-nominations	Hard Copy Web Site	Free
Civic Awards-previous years	Hard Copy Web Site	Standard charge
Town Council owned street lighting	Hard Copy Web Site	Standard charge
Town Council owned car parks	Hard Copy Web Site	Standard charge
Pubic open space & parks	Hard Copy Web Site	Standard charge
Play areas	Hard Copy Web Site	Standard charge
Flitwick Papers (Newsletter)	Hard Copy Web Site	Standard charge
Civic Events	Hard Copy Web Site	Standard charge
People Project Partnerships	Hard Copy Web Site	Standard charge
Youth Hub	Hard Copy Web Site	Standard charge
Business Directory	Website	
Additional Information		
Glossary of Terms & Acronyms	Hard Copy Web Site	Standard charge

Official Flitwick Town Guide-current (where applicable)	Hard Copy Web Site	Free
Press releases-previous year only	Hard Copy Web Site	Standard charge
Information relating to any Periodic Electoral Review of the Council's area	Hard Copy	Standard charge

SCHEDULE OF CHARGES

We encourage everyone to use our website where documents may be read and if wished, downloaded without charge. This schedule describes how the charges for hard copies 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 @ 40 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In most cases, where a small number of documents only are requested, we will not charge if the actual costs are below £3.

If a fees notice is issued for actual permitted costs, then the period between issue of fees notice and receipt of payment is ignored when calculating 20 working days. If the costs are not paid within a three months' timescale then the request lapses.

Contact Details: The Town Clerk, The Rufus Centre, Steppingley Rd, Flitwick, Bedford, MK45 1AH

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Email: info@flitwick.gov.uk