

# BARTON TOWN COUNCIL



## PUBLICATION SCHEME

<b>Address</b>	The Assembly Rooms, Queen Street, Barton Upon Humber, DN18 5QP
<b>Date Policy Agreed</b>	30 <sup>th</sup> March 2026
<b>Date of Next Review</b>	March 2028
<b>Signature (Chair)</b>	<i>Cllr Nigel Pinchbeck</i>
<b>Signature (Clerk)</b>	<i>Vicky Haines</i>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Council and its Committees	Hard Copy Website	20p Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Website	20p Free

Location of main Council office and accessibility details	Hard Copy Website	20p Free
Staffing structure	Hard Copy	20p
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard Copy Website	20p Free
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy Website	20p Free
Finalised budget	Hard Copy Website	20p Free
Precept	Hard Copy Website	20p Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy Website	20p Free
Grants given and received	Hard Copy Website	20p Free
List of current contracts awarded and value of contract	Hard Copy	20p
Members' allowances and expenses	Hard Copy	20p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town or Community Meeting (current and previous year as a minimum)	Hard Copy Website	20p Free
Quality status	N/A	N/A

Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Neighbourhood Plan Data	Hard Copy Website	20p Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Website	20p Free
Agendas of meetings (as above)	Hard Copy Website	20p Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	20p Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	20p Free
Responses to consultation papers	Hard Copy Website	20p Free
Responses to planning applications	Hard Copy Website – NLC	20p Free
Bye-laws	N/A	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	Hard Copy Website	20p Free
Procedural standing orders		

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Website	20p Free
Records management policies (records retention, destruction and archive)	Hard Copy Website	20p Free
Data protection policies	Hard Copy Website	20p Free
Schedule of charges for the publication of information	Hard Copy Website	20p Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only – Some information may only be available for inspection		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
Assets Register	Hard Copy Website	20p Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	N/A
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls – Assembly Rooms	Hard Copy Website	20p Free
Parks, playing fields and recreational facilities	Hard Copy Website	20p Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy Website	20p Free
Bus shelters	Hard Copy Website	20p Free
Markets	Hard Copy Website	20p Free
Public conveniences	Hard Copy Website	20p Free
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (Colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Office Time	£20 per hour