



Information available from Rushden Town Council under the Model Publication Scheme

General information regarding Council information availability and pricing

Rushden Town Council make public in some way, all information available in going about its business except those of a confidential nature affecting individuals and companies which may be regarded as sensitive. All meetings are held in Rushden Hall and public attendance is welcome throughout, unless public and press are temporarily excluded when such confidential arrangements are being discussed.

The following guide gives information regarding the places where the information may be obtained. In the column "How the information can be obtained", details of the source is provided.

Our leaflet Rushden Matters is published quarterly, delivered free to all residents.

Our website can be accessed at: www.rushdentowncouncil.gov.uk

Our pricing policy is simply to recoup the cost of the service provided, or the required statutory fee.

Unless shown directly the charge will relate to the scale found in the table at the end of this document, mostly relating to photocopy fees. Attendance at Rushden Hall solely to view documents will not normally incur a fee unless substantial administrative staff help is required alongside.

Any queries to: The Town Clerk, Rushden Town Council, Rushden Hall, RUSHDEN, Northamptonshire NN10 9NG

Telephone: 01933 316216

Email: clerk@rushdentowncouncil.gov.uk



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Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	Website: www.rushdentowncouncil.gov.uk Hard copy	Free
Who's who on the Council and its Committees	Rushden Matters, Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address, if used)	Rushden Matters, Website	Free
Location of main Council office and accessibility details	Rushden Matters, Website, Noticeboard	Free
Staffing structure	Rushden Matters, Website	Free
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)	Website Policy & Resources Minutes	
Current and previous year as a minimum	Hard copy	Free
Annual return and report by auditor	Website Hard copy	Copy Fee
Finalised budget	Hard copy	Copy Fee
Precept	Hard copy	Copy Fee
Financial Standing orders and regulations	Hard copy Website	Copy Fee
Grants given and received	Hard copy Policy & Resources Minutes Website	Copy Fee Copy Fee
List of current contracts awarded and value of contract	Hard copy	Copy Fee
Members' allowances and expenses	Hard copy	Copy Fee



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Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A at this time	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	Free to residents
Local charters drawn up in accordance with DCLG guidelines	Hard copy	Copy Fee
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Rushden Matters, Noticeboard	Free
Agendas of meetings (as above)	Website, Noticeboard	Free
Minutes of meetings (as above) – <i>NB: this will exclude information that is properly regarded as private to the meeting.</i>	Website Hard copy	Copy Fee
Reports presented to council meetings <i>NB: this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy	Copy Fee
Responses to consultation papers	Hard copy	Copy Fee
Responses to planning applications	Planning Minutes, Website & Hard Copy	Copy Fee
Bye-laws	Hard copy	Copy Fee



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<p>Class 5 – Out policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy	Copy Fee
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements</p>	Hard copy	Copy Fee
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and Safety policy Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy Hard copy Hard copy Hard copy – <i>Vacancies on website and Noticeboards</i></p> <p>Hard copy and website Hard copy and website</p>	<p>Copy Fee</p> <p>Free Free</p>
Information security policy	Hard copy	Copy Fee
Records management policies (records retention, destruction and archive)	Hard copy	Copy Fee
Data protection policies	Hard copy	Copy Fee
Schedule of charges (for the publication of information)	Website and Hard copy	Copy Fee



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Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	Copy Fee
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Copy Fee
Assets Register	Hard copy	Copy Fee
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)		
Register of members' interests	Hard copy	Copy Fee
Register of gifts and hospitality	Hard copy	Copy Fee
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		
Burial grounds and closed churchyards	Website Hard copy	Copy Fee
Hire of Rushden Hall	Website Hard Copy	Free
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	Copy Fee
Bus shelters	Hard copy	Copy Fee
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Copy Fee



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SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying – black & white 10p per sheet, including VAT	Actual cost to Council including document retrieval, paper, photocopier consumables and maintenance
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation