

 <b>Neston</b> <b>Town Council</b> 	<b>Publication Scheme- Information Guide</b>
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ICO, Public Sector Information Regulation 2015 (RPSI)	V9
DATE & MINUTE REFERENCE (Council)	17.05.2022 FC 1 13a
DATE OF NEXT REVIEW	May 2023

## NESTON TOWN COUNCIL

**Adopted by Council: 17<sup>th</sup> May 2022.**

[Planned Review Date: May 2023](#)

**Information available from Neston Town Council under its model Publication Scheme.**

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST Hard copies only
<b>Class 1 – Who we are and what we do</b>		
Where to find us- Location and map	Hard Copy Web Site	Free
Committee Structure–current only	Hard Copy Web Site	£0.20 per page
About the Town Council What the Town Council does	Hard Copy Web Site	£0.20 per page
Council and Committee Membership	Hard Copy Web Site	£0.20 per page
Contact details for councillors	Hard Copy Web Site	Free
Officer Management Structure	Hard Copy Web Site	£0.20 per page
Contact details for Council Manager and other staff Managers	Hard Copy Web Site	Free
Ward details	Hard Copy Web Site	Free
Council & committee terms of reference	Hard Copy Web Site	£0.20 per page
Calendar of Meetings	Hard Copy Web Site	Free
<b>Class 2 – What we spend and how we spend it</b>		
Financial Regulations-current only	Hard Copy Web Site	£0.20 per page
Approved Budget (including balances & Precept)- current and previous 3 years	Hard Copy Web Site	£0.20 per page
Grants Policy-current only	Hard Copy Web Site	Free
Pensions & Pensions Discretion Policy (where applicable)	Hard Copy Web Site	£0.20 per page
Mayor's Allowance Scheme-current only (if applicable)	Hard Copy Web Site	£0.20 per page
Annual return form and report by auditor-latest or previous 3 years	Hard Copy Web Site	£1
Annual Accounts-most recent and previous 3 years	Hard Copy Web Site	£0.20 per page
Grants received	Hard Copy Web Site	£0.20 per page
Grants given –list for current financial year and 3 previous years	Hard Copy	£0.20 per page
Grants given-last full year	Hard Copy Website	£0.20 per page
List of current contracts awarded and value of	Hard Copy Web Site	£0.20 per page

contract over £25K		
<b>Class 3 – What our priorities are and how we are doing</b>		
Communications Policy	Hard Copy Web Site	£0.20 per page
Annual Report-Current only	Hard Copy Web Site	Free
Business Plan-current only (non-commercial information)	Hard Copy Web Site	£0.20 per page
External Audit Report-latest or previous 3 years	Hard Copy Web Site	£1.00
Internal Audit Report-Final or Interim (latest or previous 3 years)	Hard Copy Web Site	£1.00
<b>Class 4 – How we make decisions</b>		
Monthly meetings Schedules	Hard Copy Web Site	Free
Information & Data Protection Policy	Hard Copy Web Site	£0.20 per page
Community Engagement Policy	Hard Copy Web Site	£0.20 per page
Minutes of Annual Town Meeting-latest and previous year	Hard Copy Web Site	£0.20 per page
Reports to Annual Town Meeting-latest and previous 3 years	Hard Copy	£0.20 per page
Timetable of meetings (Council and town meetings) current & last year	Hard Copy Web Site	Free
Agendas of meetings- current & previous 3 years	Hard Copy Web Site	£0.20 per page
Minutes of meetings –current & previous 3 years)	Hard Copy Web Site	£0.20 per page
Reports presented to council meetings-current & previous 3 years – <b>NB. this will exclude information that is properly regarded as private to the meeting.</b>	Hard Copy Web Site	£0.20 per page
Responses to consultation papers	Hard Copies Web Site	£0.20 per page
Responses to planning applications	Hard Copies Web Site	£0.20 per page
<b>Class 5 – Our Policies and Procedures</b>		
Standing Orders	Hard Copy Web Site	£0.20 per page
Complaints Policy	Hard Copy Web Site	£0.20 per page
Terms of Reference of Committees & Delegation Scheme	Hard Copy Web Site	£2
Members Code of Conduct-current	Hard Copy Web Site	£1
IT, Website & Email Policy	Hard Copy Web Site	£0.20 per page
Modern Slavery Policy	Hard Copy Web Site	£0.20 per page
Equality policy	Hard Copy Web Site	£0.20 per page
Health and Safety Policy	Hard Copy	£5
Current employment vacancies	Hard Copy Web Site	Free
Publication Scheme & Information Guide	Hard Copy Web Site	£0.20 per page
Document Retention Policy	Hard Copy Web Site	£0.20 per page
<b>Class 6 – List and Registers</b>		
Members Declaration of Acceptance of Office	Hard Copy	£0.20 per page
Candidates at last election	Hard Copy	£1
Assets Register-current and previous 3 years	Hard copy Web Site	£10
Register of members' interests	Hard Copy Web Site link	£0.50
Electoral Register	By inspection only	
<b>Class 7 – The services we offer</b>		
Information on past events	Hard Copy Web Site	£0.20 per page
Old Records and Minutes Records	Website	Free
Allotments	Hard Copy Web Site	£0.20 per page
Information on floral displays	Hard Copy Web Site	£0.20 per page
Town Square bookings	Hard Copy Web Site	Free
<b>Additional Information</b>		
Press releases-previous year only	Hard Copy Web Site	£0.20

## 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 @ 20p per sheet (black & white)	Actual cost 0.50p
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage As per current rate	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.**

### How can information be obtained?

Information contained in the Neston Town Council Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post. Requests should be submitted in writing to: -

Mrs A Kunaj – Council Manager  
Neston Town Council  
Neston Town Hall  
High Street  
Neston  
CH64 9TR

Our aim will be to despatch the information requested within 20 working days from receipt of any fee applicable (see below).

- E-mail. Our address is [council@nestontowncouncil.org.uk](mailto:council@nestontowncouncil.org.uk)
- Website. Our address is [www.neston.org.uk](http://www.neston.org.uk)
- By phone. Our telephone number is 0151 336 3840.  
Phone between the hours of 9.30 – 12.00 Monday – Friday.

Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is required.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.