

Princes Risborough Town Council – Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<u>Class 1 - Who we are and what we do</u>		
Current information only	Hard copy and/or website	
Members of the Council Committees and contact details for Clerk and Council members	Notice Board	Free
	Website	Free
	Hard Copy	50p per A4 SHEET
Location of Council office and accessibility details	Website	Free
<u>Class 2 – Finance</u>		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and Balance Sheet	Website	Free
	Hard Copy	50p per A4 Sheet
Precept	Website (in minutes)	Free
	Hard Copy	50p per A4 Sheet
Standing Orders Financial Standing Orders	Hard Copy	50p per A4 Sheet
	Website	Free
	Hard Copy	50p per A4 Sheet
Grants given & received	Hard Copy	50p per A4 Sheet

Class 3 – Our Priorities and How we are doing

(Strategies, plans, performance indicators, audits
Inspections, review)

Annual Report	Website	Free
	Hard Copy	50p per A4 Sheet

Class 4 – How to make decisions

(Decision making process and records of decisions)

Timetable of Meetings	Notice boards	Free
	Website	Free
	Hard Copy	50p per A4 Sheet

Agenda of Forthcoming Meetings	Notice boards	Free
	Website	Free
	Hard Copy	50p per A4 Sheet

Minutes of Meetings (excluding information that is property regarded as private to the meeting)	Notice boards	Free
	Website	Free
	Hard Copy	50p per A4 Sheet

Responses to Planning Applications	Website	Free
	Hard Copy	50p per A4 Sheet

Class 5 – Policies and Procedures

(Current written protocols, policies and procedures for delivering Services and responsibilities) Current information only.

Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Hard Copy	50p per A4 Sheet
Schedule of Charges for the publication of information	Website Hard Copy	Free 50p per A4 Sh

Class 6 – List & Registers

Currently maintained lists and registers only

Hard Copy or website. Some information only available for inspection at the Parish Council office.

Assets Register	Hard Copy	50p per A4 Sheet
Register of members interest	Hard Copy	50p per A4 Sheet

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and only be available by newsletters produced for the public and businesses)

Burial grounds	Hard Copy	Free
	Website	Free
	Notice Board	Free

Parks, playing fields and recreational facilities
Seating, litter bins, clocks, memorials and lighting
Bus shelters

Website
Website
Website

Free
Free
Free

Contact:

**The Clerk, Princes Risborough Town Council
Tower Court, Horns Lane
Princes Risborough Bucks
HP29 0AJ**

Postage will be charged at current Post Office rate.

Request involving time about 1 hour will be charged at the rate of £25.00