

Information available from Norton on Derwent Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained.	Cost
<p><b>Class 1 - who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>	<p><b>NB council offices are open Monday to Wednesday 9am to 5pm and Thursday to Friday 9am to 1pm</b></p>	
<p>Who's who on the council and its committees and working parties</p>	<p>1) Click on list of town councillors under town council on the home page of <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> 2) Hard copies available from the council office</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail</p>
<p>Contact details for the town clerk and councillors (names contacts where possible with telephone number and address if used)</p>	<p>1) Click on list of town councillors under town council on the home page of <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> 2) Hard copies available from the council office 3) This information is displayed in the three Council notice boards</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail</p>
<p>Location of council office and accessibility details</p>	<p>1) Visit <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> and click on town council, for full address, postcode, photograph and accessibility information. 2) This information is displayed in the three Council notice boards</p>	
<p>Staffing structure</p>	<p>No document available</p>	

<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		
Current and previous financial year as a minimum		
Annual return form and opinion of External Auditor	Available for inspection at the town council office	
Budget Summary	Available for inspection at the town council office	
Precept	Available for inspection at the town council office	
Borrowing Approval Letter	Not applicable	
Financial Standing Orders and Regulations	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Grants given and received	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
List of current contracts awarded and value of contract	Not available	
Member's allowances and expenses	Hard copies available from the council offices. It is rare that a member will claim expenses; the town mayor is entitled to a budgeted allowance.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
<b>Class 3 – what our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish plan – current and previous year	Not applicable	
Annual Report to Parish of Community Meeting	No report is made	
Quality Status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Annual Report	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Internal Audit Reports	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
<b>Class 4 – how we make decisions</b>  Decision making process and records of decisions – current and previous council year		
Timetable of meetings (council, committee, sub-committee and parish meetings)	Available for inspection at the town council office	
Agendas of Meetings	1) Click on agendas under town council on the home page of <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Minutes of Meetings	1) Click on minutes under town council on the home page of <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Reports presented to council meetings – excluding private information	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Responses to consultation papers. These are incorporated within the minutes	1) Click on minutes under town council on the home page of <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Responses to planning applications – These are incorporated within the minutes	1) Click on minutes under town council on the home page of <a href="http://www.norton-on-derwent-tc.gov.uk">www.norton-on-derwent-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Bye-laws	Grass Verge Bye-Law	

<b>Class 5 – our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities – current information only		
Procedural standing orders	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Committee and working party terms of reference	No document available	
Delegated authority in respect of officers	No document available	
Code of Conduct	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Policy Statements		
Policies and procedures for the provision of services and about the employment of staff		
1) Internal policies relating to the delivery of services	No formal policies as such. For service details and matters relating to the cemetery hard copies are available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
2) Equality and Diversity policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
3) Health and Safety policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
4) Disciplinary and Grievance policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
5) Sickness and Absence policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by

		Royal Mail
6) Dignity at work policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
7) Policies and procedures for handling requests for information	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
8) Abusive, persistent, vexatious complaints and complainants	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
9) Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
10) Information Security Policy	No policy formulated	
11) Records Management Policy (retention, destruction, archive)	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
12) Data Protection Policies	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Schedule of charges for the publication of information	See separate table below	
<b>Class 6 – Lists and registers</b>		
Maintained lists and registers only		
Registers of burials 1870 to present day	Members of the public can inspect the registers at the council offices	
Registers of graves 1870 to present day	Members of the public can inspect the registers at the	

	council offices	
Statutory Plan	Members of the public can inspect the registers at the council offices, however, whilst available, this is an official Ryedale District Council document	
Assets Register	Members of the public can inspect the registers at the council offices	
Disclosure log	Not kept	
Register of Members Interests	Members of the public can inspect the registers at the council offices	
Register of Gifts and Hospitality	To date, no councillor has received gifts nor hospitality, though should these be received they would be recorded and information made available at the council offices	
<b>Class 7 – The services we offer</b>		
Includes leaflets, guidance and newsletters produced for the public and business		
Allotments	Records available for inspection at the council offices	
Burial Grounds and Closed Churchyards	Records available for inspection at the council offices including a plan of the cemetery. We do not have a closed churchyard	
Community Centres and Village Halls	Not applicable	
Parks, playing fields and recreational facilities	Records available for inspection at the council offices	
Seating, litter bins, clocks, memorials and lighting	Records available for inspection at the council offices	
Bus Shelters, Markets, Public Conveniences	Not applicable	
Highways agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Records available for inspection at the council offices	

<b>Schedule Of Charges - published as part of this guide</b>		
Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying at 10p per A4 sheet (black and white)	Cost of the photocopy plus administration fee
	Postage Royal Mail 2 <sup>nd</sup> Class	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

This publication scheme was adopted by the Council at their ordinary meeting on 19<sup>th</sup> January 2012, Minute number 179 (01/15)

**Next Review August 2025.**