



Somerton Town Council  
Policy Documents  
Summary Model Publication  
Scheme Policy  
**Adopted:** August 2016  
**Review Date:** September 2017

## Information available under the Model Publication Scheme

### **1. Who we are and what we do**

*Organisational information, structures, locations and contacts*

- Who's who on the Council and its Committees
- Contact details for Parish Clerk and Council members
- Location of main Council office and accessibility details
- Staffing structure

### **2. What we spend and how we spend it**

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit*

- Annual return form and report by auditor
- Finalised budget
- Precept
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded

### **3. What our priorities are and how we are doing**

*Strategies and plans, performance indicators, audits, inspections and reviews, current and previous years*

- Town Plan
- Annual Report to Parish or Community Meeting

### **4. How we make decisions**

*Decision making process and record of decisions - current and previous council year as a minimum*

- Timetable of meetings (Council and its Committees and Parish meetings)
- Agendas of meetings (as above)
- Minutes of meetings (as above)
- Reports presented to council meetings
- Responses to consultation papers
- Responses to planning applications
- Bye-laws

## **5. Our policies and procedures**

*Current written protocols, policies and procedures for delivering our services and responsibilities – current information only*

Policies and procedures for the conduct of council business:

- Procedural Standing Orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements
- Schedule of charges (for the publication of information)

Policies and procedures about the employment of staff:

- Equality and diversity policy
- Grievance and Discipline procedures
- Health and safety policy
- Recruitment policies (including current vacancies)

Policies and procedures for the provision of services

- Internal policies relating to the delivery of services
- Health and safety policy e.g. public safety, play areas
- Letter handling procedures
- Policies and procedures for handling requests for information – FoI Complaints procedures

Policies and procedures for the security of Council records

- Information security policy
- Records management policies (records retention, destruction and archive)
- Data protection policies

## **6. Lists and Registers**

*Currently maintained lists and registers only*

- Assets Register
- Register of members' interests
- Register of gifts and hospitality

## **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*

- Allotments
- Burial grounds and closed churchyards
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Seating, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Car Parks

This information can be viewed in the Library and at the Parish Rooms. Ask for the “**Somerton Town Council – Model Publication Scheme**” folder. The information can also be viewed at the Town Council Offices where copies of all documents are available from the Town Clerk at a charge of 5p per photocopied black and white sheet and 10p per photocopied colour sheet.

If you wish to ask the Town Clerk for information which is not available through this scheme your request will be covered under the Freedom of Information Act. Details of the Town Council’s Freedom of Information policy are included in the Model Publication Scheme folder.