

Information available from Marlborough Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website: www.marlborough-tc.gov.uk</p> <p>Council Offices 5, High Street Marlborough Wilts, SN8 1AA</p>	
Who's who on the Council and its Committees	Hard copy and Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website	Free
Location of main Council office and accessibility details	Hard copy and Website	Free
Staffing structure	Hard copy and Website	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy and Website	Free
Finalised budget	Hard copy	Free
Precept	Hard copy	Free

Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Hard copy and Website	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances* and expenses	Hard copy	Free
<i>*(Town Mayor's Allowance)</i>		
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)	Not applicable	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and Website	Free
Quality status	Not applicable	Free
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	Free
Agendas of meetings (as above)	Hard copy and website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	Free
Reports presented to council meetings - exclude material that is properly considered to be exempt from disclosure	Hard copy	Free

Responses to consultation papers	Hard copy where available and not in breach of GDPR	Free
Responses to planning applications	Hard copy and website link to Wiltshire Council's Planning & Building Control Public Register	Free
Bye-laws	Hard copy	Free
Class 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	Hard copy and Website Hard copy and Website Hard copy and Website Hard copy and Website Hard copy and Website	All Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equalities Policy Health and safety Policy Freedom of Information Policy	Hard copy Hard copy Hard copy and Website Hard copy and Website Hard copy and Website	All Free

Complaints Procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website Hard copy and Website	Free
Data Retention Policies (records retention, destruction and archive)	Hard copy and website	Free
Data Protection Policies	Hard copy and website	Free
Safeguarding Policy		
Schedule of charges (for the publication of information)		Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or Website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy or available by inspection at 5 High Street, Marlborough	Free
Assets Register	Hard copy and website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	Website link	Free
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	Hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	Free
Burial grounds and closed churchyards	Hard copy and Website	Free
Community centres and town/village halls	Hard copy and website	Free
Parks, playing fields and recreational facilities	Hard copy and website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free

Bus shelters	Hard copy	Free
Markets	Not applicable	Free
Public conveniences	Hard copy	Free
Agency agreements	Not applicable	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet A4 single sided black and white	*Actual Cost
	Photocopying @ 10p per sheet A4 single sided colour	*Actual Cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation
Other	Additional unforeseen costs of reproducing information which can be discussed on request	