

Information available from ANDOVER 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</p> <p>Local Council created 1st April 2010</p> <p>Town Clerk: Wendy Coulter 66C High Street, Andover, Hampshire. SP10 1NG</p> <p>e-mail: townclerk@andoverc.co.uk</p> <p>19 councillors who were elected on 27th May 2010 and will stand for five year term then revert to elections every four years.</p>	<p>Hard copy</p> <p>Website</p>	
<p>Who's who on the Council and its Committees</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per sheet f.o.c.</p>
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per sheet f.o.c.</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	
<p>Staffing structure</p>	<p>Hard copy</p>	<p>f.o.c.</p>

<p>Class 2 – What we spend and how we spend it</p> <p>The Council was created 1st April 2010 so Council is currently working on this information and when it is available:</p>		<p>12p per sheet</p> <p>f.o.c.</p>
Annual return form and report by auditor	Website/Hard Copy	
Finalised budget	Website/Hard Copy	
Precept	Website/Hard Copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website/Hard Copy	
Grants given and received	Website/Hard Copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	N/A	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Council created on 1st April 2010 so Council is currently working on this information and when it is available:</p>		<p>12p per sheet</p> <p>f.o.c.</p>
Town Plan (current and previous year as a minimum)		
Annual Report to Town or Community Meeting (current and previous year as a minimum)	Website/Hard Copy	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p>Class 4 – How we make decisions</p> <p>Council created on 1st April 2010 so Council is currently working on this information and when it is available:</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>
<p>Responses to planning applications</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>
<p>Bye-laws</p>	<p>Hard copy</p> <p>Website</p>	<p>12p per copy f.o.c.</p>

<p>Class 5 – Our policies and procedures</p> <p>Council created on 1st April 2010 so Council is currently working on this information and when it is available:</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy Website</p>	<p>12p per copy f.o.c.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy Website</p>	<p>12p per copy f.o.c.</p>
<p>Information security policy</p>	<p>Hard copy Website</p>	<p>12p per copy f.o.c.</p>

Records management policies (records retention, destruction and archive)	Hard copy Website	12p per copy f.o.c.
Data protection policies	Hard copy Website	12p per copy f.o.c.
Schedule of charges (for the publication of information)	Hard copy Website	12p per copy f.o.c.
Class 6 – Lists and Registers		
Council created on 1 st April 2010 so Council is currently working on this information and when it is available:		
Assets Register	Available for inspection	
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)	Available for inspection	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	Available for inspection	
Class 7 – The services we offer		
Council created on 1 st April 2010 so Council is currently working on this information and when it is available:		

Allotment Rules and Regulations	Hard Copy/Website	
Allotment Charges	Hard Copy/Website	
Allotment maps and sites	Hard Copy/Website	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Wendy Coulter, Town Clerk, Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @12p per sheet (black & white)	Actual cost (5p) plus admin charge including V.A.T. A4 single sheet
	Photocopying @ 12p per sheet (colour)	Actual cost (6.5p) plus admin charge including V.A.T. A4 single side
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		