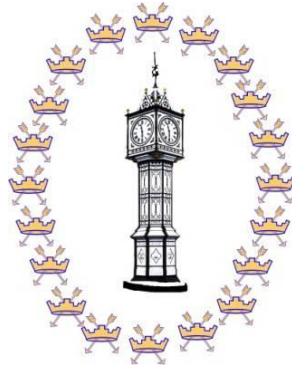


Downham Market Town Council



15 Paradise Road, Downham Market, Norfolk PE38 9HS

Tel: (01366) 387770

E-Mail: info@downhammarkettc.co.uk

Website: www.downhammarkettowncouncil.org.uk

Town Clerk: Mrs J M Markwell



QUALITY
TOWN
COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted on 13th November 2008

Information available from Downham Market Town Council under the model publication scheme
Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only		
Who's who on the Council and its Committees	Hard Copy Email Website	See Schedule Free Free
Contact details for Town Clerk and Council Members (name, contact address, telephone number and email)	Hard Copy Email Website	See Schedule Free Free
Location of main Council office and accessibility details	Hard Copy Email Website	See Schedule Free Free
Staffing structure	Hard Copy Email Website	See Schedule Free Free
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). Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	See Schedule
Finalised budget	Hard Copy	See Schedule

Precept	Hard Copy	See Schedule
Borrowing Approval letter	Hard Copy	See Schedule
Financial Standing Orders and Regulations	Hard Copy Email	See Schedule Free
Grants given and received	Hard Copy	See Schedule
List of current contracts awarded and value of contracts	Hard Copy	See Schedule
Members' allowances and expenses	Hard Copy	See Schedule
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Design Statement	Hard copy Email Website	See Schedule Free Free
Annual Report to Town Meeting (current and previous year as a minimum)	Hard Copy Email Website	See Schedule Free Free
Quality status	Hard Copy	See Schedule
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	See Schedule
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, Committee/Sub-Committee meetings and Town meetings)	Hard Copy Email Website	See Schedule Free Free
Agendas of meetings (as above)	Notice Boards Hard Copy Email	Viewing Only See Schedule Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Library Hard Copy Email Website (Council meetings only)	Viewing Only See Schedule Free Free
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Library Hard Copy Email Website (Council meetings only)	Viewing Only See Schedule Free Free
Responses to consultation papers	Library Hard Copy Email Website (Council meetings only)	Viewing Only See Schedule Free Free
Responses to planning applications	Library Hard Copy Email BCKL&WN Website Planning Portal	Viewing Only See Schedule Free Free Free

Bye-laws (markets)	Hard Copy	See Schedule
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	Hard Copy Email	See Schedule Free
Committee and Sub-committee terms of reference	Hard Copy Email	See Schedule Free
Delegated authority in respect of officers Code of Conduct	Hard Copy	See Schedule
Policy statements	Hard Copy Email Hard Copy Email	See Schedule Free See Schedule Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy Email	See Schedule Free
Equality and diversity policy	Hard Copy Email	See Schedule Free
Health and safety policy	Hard Copy Email	See Schedule Free

Recruitment policies (including current vacancies)	Hard Copy Email Website	See Schedule Free Free
Policies and procedures for handling requests for information	Hard Copy	See Schedule
Complaints procedures (including those covering requests for information and operating the publication scheme)	Email Hard Copy Email	Free See Schedule Free
Information security policy	Hard Copy Email	See Schedule Free
Records management policies (records retention, destruction and archive)	Hard Copy Email	See Schedule Free
Data protection policies	Hard Copy	See Schedule
Schedule of charges (for the publication of information)	Hard Copy Email	See Schedule Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection Only	Free
Assets Register	Inspection Only	Free
Disclosure log (indicating the information that has been provided in response to requests)	Inspection Only	Free
Register of Members' interests	Inspection Only	Free

Register of gifts and hospitality	Inspection Only	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		
Allotments	None	N/A
Burial grounds and closed churchyards	None	N/A
Community centres and village halls	Hard Copy Email Website	See Schedule Free Free
Parks, playing fields and recreational facilities	None	N/A
Seating, litter bins, clocks, memorials and lighting	Hard Copy Email Website	See Schedule Free Free
Bus shelters	None	N/A
Markets	Hard Copy Email Website	See Schedule Free Free
Public conveniences	None	N/A
Agency agreements	None	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	N/A

Additional Information (not itemised in the lists above)		
Car Park Orders	Hard Copy	See Schedule

The application should be addressed to:

Mrs Jean Markwell
The Town Clerk

The Council's address is:

Downham Market Town Council
15 Paradise Road
Downham Market
Norfolk
PE38 9HS

The Council's telephone number is:

01366 387770

The Council's email address is:

info@downhhammarkettc.co.uk

The Council's website address is:

www.downhammarkettowncouncil.org.uk

- The inspection of documents at the Town Council offices can only be permitted by prior arrangement. In this instance please contact the Clerk to arrange an appointment.
- Upon application receipt, please allow up to 7 days for the information to be retrieved from the archives.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and form part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE *
Disbursement Cost	Photocopying 10p per single-sided sheet (black & white)	Actual cost based on paper and computer printing
	Photocopying 15p per double-sided sheet (black & white)	Actual cost based on paper and computer printing
	Postage	Actual standard cost of Royal Mail 2 nd Class. Special and Recorded Delivery, if requested, at standard cost of Royal Mail.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Town Design Statement	£10.00

* actual cost incurred by the public authority