

Information available from PENISTONE TOWN COUNCIL under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy on request	Free 10p/sheet
Contact details for Clerk/Responsible Financial Officer and Council members (named contacts where possible with email address.)	Website Hard copy on request	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy on request	Free 10p/sheet
Staffing structure	Website Hard copy on request	Free 10p/sheet

Information to be published	How the information can be obtained	Cost
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	Website Hard copy on request	Free 10p/sheet
Finalised budget	Website Hard copy on request	Free 10p/sheet
Precept (information appears in minutes)	Website Hard copy on request	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy on request	Free 10p/sheet
Grants given and received (information appears in Minutes)	Website Hard copy on request	Free 10p/sheet
List of current contracts awarded and value of contract (information appears in minutes)	Available for inspection by appointment at time of audit	10p/sheet
Members' allowances and expenses (information also available on website)	Available for inspection by appointment at time of audit	10p/sheet

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan - have adopted the NDP (refer the NDP website) http://penistone-ndp.co.uk/	Website. Hard copy when needed. Website for NDP	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 10p/sheet
Quality status – this is in the process of application and to be reviewed.	Website Hard copy on request	Free 10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy on request	Free 10p/sheet

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum. Recorded in the minutes.	Website Hard copy on request	Free 10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 10p/sheet
Agendas of meetings (as above) – for current meetings only, removed once meeting taken place	Website Hard copy on request	Free 10p/sheet
Minutes of meetings (as above). NB This will exclude information that is regarded as private to the meeting.	Website Hard copy on request	Free 10p/sheet
Reports presented to council meetings. NB This will exclude information that is regarded as private to the meeting.	Hard copy on request following approval of minutes	10p/sheet
Responses to consultation papers	Hard copy on request following approval of response by Council	10p/sheet
Responses to planning applications	Website Hard copy on request	Free 10p/sheet

Information to be published	How the information can be obtained	Cost
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 Financial regulations Committee and sub-committee terms of reference Delegated authority in respect of officers (minutes). Code of Conduct Policy statements Risk assessments Terms of reference – to be developed.	Website Hard copy on request	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy (hard copy) Policies and procedures for handling requests for information – this is to be developed and adopted. Complaints procedures (including those covering requests for information and operating the publication scheme) Additional policies are to be currently implemented and adopted in conjunction with best practice.	Website Hard copy on request	Free 10p/sheet
Information security policy	Website Hard copy on request	Free 10p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy on request	Free 10p/sheet

Data protection policies	Website Hard copy on request	Free 10p/sheet
Schedule of charges (for the publication of information)	Hard copy on request	10p/sheet

Information to be published	How the information can be obtained	Cost
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)		
Assets Register	Available for inspection by appointment at time of Audit. Website	10p/sheet Free
<i>Disclosure log (indicating the information that has been provided in response to requests; personal details (e.g. names/addresses) to be redacted)</i>	<i>Website</i> <i>Hard copies on request</i>	<i>Free</i> <i>10p/sheet</i>
Register of members' interests	<i>Website</i> Apply to KB.M.B.C Monitoring Officer Available for inspection	<i>Free</i>
Register of gifts and hospitality	<i>Website</i> Apply to B.M.B.C Monitoring Officer Available for inspection	<i>Free</i>

Information to be published	How the information can be obtained	Cost
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	Website Hard copy on request	Free 10p/sheet
Community and Resource Centre	Website Hard copy on request	Free 10p/sheet
Bus shelter Penistone Centre	Hard copy on request	Free 10p/sheet
Public convenience Penistone Centre	Hard copy on request	10p/sheet
The Paramount Cinema http://www.penistoneparamount.co.uk/	Website	Free

Information to be published	How the information can be obtained	Cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly newsletters to be developed.	Website	Free
Annual Report to be developed.	Website	Free

Contact details: Mrs Tara Ball
Town Clerk and Responsible Finance Officer
Penistone Town Council
St John's Community Centre
Penistone
Sheffield
S36 6AR

Tel: 01226 370088
Email: clerk@pentowncouncil.gov.uk

Adopted April 2021
To be reviewed April 2022

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p for black A4 15p for colour A4 15p per copy black A3 20p per copy colour A3	Cost of paper, photocopy maintenance and charges, and cost of officer time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As applicable	In accordance with the relevant legislation
Other	N/A	

- Based on the actual cost incurred by the Council. Please note that where a hard copy of a document is provided in electronic form the item will be provided free of charge.