

## Information available from Syston Town Council under the model publication scheme

Information to be published	How the information can be obtained	Costs
<p><b>Class1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard Copy Contact Town Manager Website</p>	<p>If hard copy Postage Printing Photocopying</p>
Who's who on the council and it's Committees	Hard Copy/Contact Town Manager/Website	“ “
Contact details for Town Manager and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/Website/Contact Town Manager	“ “
Location of main Council office and accessibility details	Community Centre, School Street, Syston, LE7 1HN Open 09:00 to 16:30 weekdays only	
Staffing structure	Hard Copy/Contact Town Manager/Website	“ “

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<p><b>Class 2 – What we spend and how we spend it</b>            (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>	Hard Copy/Contact Town Manager	“ “
Annual return form and report by auditor	Hard Copy/Contact Town Manager/Website	“ “
Finalised budget	Hard Copy/Contact Town Manager/Website	“ “
Precept	Hard Copy/Contact Town Manager/Website	“ “
Borrowing Approval letter	Hard Copy/Contact Town Manager	“ “
Financial Regulations Standing Orders	Hard Copy/Contact Town Manager/Website	“ “
Grants given and received	Hard Copy/Contact Town Manager	“ “
List of current contracts awarded and value of contract	Hard Copy/Contact Town Manager	“ “
Members’ allowance and expenses	Hard Copy/Contact Town Manager	“ “

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	Election Expenses Contact CBC	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy/Contact Town Manager	“ “
Parish Plan	Hard Copy/Contact Town Manager	“ “
Annual Report to Parish or Community Meeting	Hard Copy/Contact Town Manager/Website	“ “
Quality status	Hard Copy/Contact Town Manager/Website	“ “
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard Copy/Contact Town Manager/Via Council Minutes/Website	“ “
Timetables of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Contact Town Manager/Website	“ “

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Costs</b>
Agendas of meetings (as above)	Hard Copy/Contact Town Manager/Website	“ “
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential at the meeting.	Hard Copy/Contact Clerk/Website	“ “
Reports Presented to council meetings – nb this will exclude information that is properly regarded as confidential at the meeting.	Hard Copy/Contact Town Manager	“ “
Responses to consultation papers	Hard Copy/Contact Town Manager	“ “
Responses to Planning applications	Charnwood Borough Council/Website	“ “
Bye-laws	Hard Copy/Contact Town Manager	“ “
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy/Contact Town Manager	
Policies and procedures for the conduct of council business:  Standing Orders Committee and Sub-committee Terms of Reference	Hard Copy/Contact Town Manager/Website	“ “

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Costs</b>
Delegated authority in respect of Officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff  Internal policies relating to the delivery of services Equality and Diversity policy Health and safety policy Training Policy Grant Awarding Policy FOI Policy(covered above) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy/Website	“ “
Information Security Policy	Statute Applies	
Records management policies (records retention, destruction and archive)	Statute Applies	
Data Protection Policy	Website	
Schedule of charges (for the publication of information)	See FOI Procedure 5 and this document	

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<b>Class 6 – Lists and Registers</b>		
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)	Website	
Assets Register	Hard Copy/Contact Town Manager/Website	“ “
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)	Hard Copy	“ “
Register of Members’ Interests	Charnwood Borough Council	“ “
Register of Gifts and Hospitality	Charnwood Borough Council	“ “
<b>Class 7 The services we offer</b>		
(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard Copy/ Contact Town Manager	
Current information only		
Allotments	Hard Copy/Website	“ “
Burial grounds and closed churchyards	Hard Copy/Website	“ “

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Costs</b>
Community centres and village halls	Hard Copy/Website	“ “
Parks, playing fields and recreational facilities	Hard Copy/Website	“ “
Seating, litter bins, clocks, memorials and lighting	Hard Copy/Website or Charnwood Borough Council	“ “
Bus shelters	Charnwood Borough Council	“ “
Markets	N/A	
Public conveniences	Hard Copy/Website	“ “
Agency Agreements	Hard Copy	“ “
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy/Contact Town Manager	“ “
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>NONE</b>		

**Contact details:**

**Syston Town Council Manager  
Community Centre  
School Street  
Syston  
Leicestershire  
LE7 1HN**

**Tel: 0116 260 7150      Email: [catherine@systontc.org.uk](mailto:catherine@systontc.org.uk)**

**SCHEDULE OF CHARGES – current costs for paper, postage and printing also see Procedures 5**