

Information available from Newmarket Town Council under the model publication scheme

Newmarket Town Council, King Edward VII Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

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<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class1 - Who we are and what we do		
Annual Review	Hard copy	Free
	Website	Free
Newmarket Town Crier	Hard copy	Free
	Website	Free
Official Newmarket Town Guide	Hard copy	Free
	Website	Free
Who's who on the Council and its Committees	Hard copy	10 p per page
	Website	Free
Contact details for Parish Clerk and Council members	Hard copy	Free
	Website	Free
Location of Council office and accessibility details	Hard copy	Free
	Website	Free
Diary of Events	Hard copy	10 p per page
	Website	Free
Class 2 – What we spend and how we spend it		
Annual Review	Hard copy	Free
	Website	Free
Annual return form and report by auditor	Hard copy	10 p per page
Finalised budget	Hard copy	10 p per page
Precept	Hard copy	10 p per page
Borrowing Approval letter	Hard copy	10 p per page
Financial Standing Orders and Regulations	Hard copy	10 p per page
Grants given and received	Hard copy	10 p per page
List of current contracts awarded and value of contract	Hard copy	10 p per page
Members' allowances and expenses	Hard copy	10 p per page
Internal Audit Procedure	Hard copy	10 p per page

Class 3 – What our priorities are and how we are doing

Annual Review	Hard copy	Free
	Website	Free
Minutes of Annual General Meeting of the Town	Hard copy	10 p per page
	Website	Free
Notice of Annual General Meeting of the Town	Public Notice Board	Free
	Website	Free
Quality Status	Hard copy	10 p per page
Mission Statement	Hard copy	10 p per page

Class 4 – How we make decisions

Monthly Meetings Schedules	Hard copy	10 p per page
	Website	Free
	Public Notice Board	Free
Agendas of meetings	Hard copy	10 p per page
	Website	Free
	Public Notice Board	Free
Minutes of meetings	Hard copy	10 p per page
	Website	Free
Reports presented to council meetings	Hard copy	10 p per page
Responses to consultation papers	Hard copy	10 p per page
Responses to planning applications	Hard copy	10 p per page
Bye-laws	Hard copy	10 p per page

Class 5 – Our policies and procedures

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	Hard copy	10 p per page
Code of Conduct		
Policy statements		
Financial Standing Orders		
Harassment and Bullying Policy		

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

Recruitment policies (including current vacancies)

Hard copy

10 p per page

Policies and procedures for handling requests for information

Model Complaints Procedure

Discipline and Grievance Procedure

Risk Assessment Policy

Risk Management Procedure

Lone Working Policy

Data Protection Policy

Hard copy

10 p per page

Records Management Procedure

Hard copy

10 p per page

Schedule of Charges for Publication of Information (This document)

Hard copy

10 p per page

Website

Free

Class 6 – Lists and Registers

Asset Register

Hard copy

10 p per page

By Inspection

Free

Disclosure log

Hard copy

10 p per page

By inspection

Free

Register of members' interests

Hard copy

10 p per page

By inspection

Free

Electoral Roll

By inspection only

Free

Other publicly available registers or lists

Hard copy

10 p per page

Class 7 – The services we offer

Allotments

Hard copy

10 p per page

Town Cemetery

Forms (interments, monuments, etc.), Table of Fees, and Regulations

Hard copy

Free

Website

Free

Contracts, accounts, and other documents to do with the maintenance and running of the cemetery

Hard copy

10 p per page

Records of Burials and Maps

Hard copy

10 p per page**

By inspection

Free

King Edward VII Memorial Hall

Forms

Hard copy

Free

Appraisals, plans, etc.

Memorial Hall Gardens

The Severals

Forms, Rules and Regulations for Hire

Other documents related to the Severals or the Severals Sport Project

Seating, litter bins, clocks, memorials and lighting

Bus shelters

Website Free

Hard copy 10 p per page**

By inspection Free

Hard copy 10 p per page

Hard copy Free

Website Free

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All requests for information must be made in writing and include the name of the person requesting the details and that person's email (if information is to be provided electronically) or mailing address (if information is to be provided in hard copy).

SCHEDULE OF CHARGES

The rate of 10 p per page given in the table above is based on our cost to supply paper and copy documents on our copier. It is the actual cost and has not been calculated for the purpose of profit-taking.

Hard copies will be given in black and white on A4 or A3 paper (when necessary) unless requested in another format.

Items whose costs are marked by two asterisks ** may include documents that are larger than A4 or A3 and/or documents that are in colour. These documents will automatically be printed in black and white on A4 or A3 paper at the cost of 10 p per page unless you specify otherwise. If you require colour copies or larger copies (such as building plans) for any reason, we will have to assess the cost of providing this service by visiting a local print shop. You will then be contacted to find out if you accept the charges for this service. To avoid charges for these types of documents, we recommend that you schedule an appointment to inspect the items in our office. You can inspect any document listed in the table above in our office for free.

Items available electronically in our office can be emailed to you for free, or can generally be accessed on our website. These documents can still be subject to an additional charge under special circumstances. Read below for more information.

There are special circumstances for some document requests. These requests may result in other fees.

If such a large number of documents are requested that the postage on these documents will exceed the second class Royal Mail postage rate for a large letter under 100 grams, the person making the request will be asked to pay a charge equal to the full amount of the postage.

If such a large number of documents are requested that Newmarket Town Council staff will have to spend more than 18 hours of work compiling the documents, the hours will be calculated at £25 per hour (as recommended by the Information Commissioner's Office) and the person making the request will be charged.

Example 1: If the documents take 17.5 hours to compile, the value of the work will be (17.5 hours x £25 =) £437.50, so there will only be a charge of 10 p per page photocopied.

Example 2: If the documents take 18 hours to compile, the value of the work will be (18 hours x £25 =) £450, so there will only be a charge of 10 p per page photocopied.

Example 3: If the documents take 18.5 hours to compile, the value of the work will be (18.5 hours x £25 =) £462.50, so there will be a charge for the full amount of £462.50 in addition to the 10 p per page photocopied.

Documents requested electronically (if available electronically) may also be subject to the 18 hours rule if an extensive amount of research and compiling is necessary, but of course would not be subject to the 10 p per page photocopied charge.