



**Under  
the Model Publication Scheme  
(01/08/2009)**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Town Council	Website	
Contact details for Town Clerk and Council members	Website (Members via Town Clerk)	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard Copy	£ 1.00
Finalised budget	Minutes on Website	
Precept	Minutes on Website	

New Mills Town Council – Model Publications Scheme Policy



<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish Meeting	Website	

<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Parish Noticeboards.	
Agendas of meetings (as above)	Website and notice board	
Minutes of meetings (as above)	Website	
Reports presented to council meetings	See Minutes of Meetings	

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<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Responses to consultation papers	See Minutes of Meetings	
Responses to planning applications	See Minutes of Meetings	
<b>Class 5 – Our policies and procedures</b>		
The Parish Council and Councillors conduct themselves in accordance with the “Model Code of Conduct” of the Standards Board of England and the “Ten General Principles of Public Life”.		
Records management policies (records retention, destruction and archive)	Website	
Schedule of Charges	As indicated in this document.	

## New Mills Town Council – Model Publications Scheme Policy



Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b>		
Asset Register	Website	
Register of members' interests	Held by Parish Clerk	
<b>Class 7 – The services we offer</b>		
Allotments		

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white only)	Actual cost *
	Postage and Packaging	Actual cost of Royal Mail standard 2 <sup>nd</sup> class plus cost of envelope etc.

NOTE : Requests for any hard copy information should be made to the Town Clerk, Town Hall, New Mills SK22 4AT