

Information available from Billericay Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) This will be current information only	Hard copy or website. Documents can be viewed free of charge within the office	Free
Who's who on the Council and its Committees	Contact Town Clerk Website	Free
Contact details for parish Clerk and Council members	Website Noticeboards	Free
Location of main Council office and accessibility details	Town Clerk/Website/Noticeboards	Free
Staffing Structure	Town Clerk	Free
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum	Contact Town Clerk Documents can be viewed free of charge within the office	
Annual return form and report by auditor	Contact Town Clerk	30p a page
Finalised budget	Contact Town Clerk/Website	Free
Precept	Contact Town Clerk Details on Website	Free
Receipts and Payments and Bank Statements	Contact Town Clerk	30p a page
Financial Standing Orders and Regulations	Hard copy obtained from Town Clerk	30p a page
Grants given and received	Contact Town Clerk	30p a page

List of current contracts awarded and value of contract	Contact Town Clerk	30p a page
Members' expenses	Contact Town Clerk	30p a page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or Website Documents can be viewed free of charge within the office	
Parish Plan (being prepared)	Billericay Design Statement	
Annual Report	Contact Town Clerk/Website	Free
Quality Status	Obtained in 2005	
Charter with Basildon Borough Council	Contact Town Clerk	30p a page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year	Hard copy or Website Documents can be viewed free of charge within the office	
Timetable of meetings (Council and Committee)	Contact Town Clerk/Website	Free
Agendas of meetings (as above) Supporting papers are also available	Contact Town Clerk/Website	Free
Minutes of meetings (as above)	Contact Town Clerk/Website	Free
Reports presented to council meetings	Contact Town Clerk	30p a page
Responses to consultation papers	Contact Town Clerk	30p a page
Responses to planning applications Exclusions: copies of planning consultation, the Development Plan, Structure Plan, Local Plan and Rights of Way/ Footpath maps, all of which are available from the local planning authority and/or highway authority respectively.	Contact Town Clerk/Website	Free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>Hard copy or Website Documents can be viewed free of charge within the office</p>	
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy Statements</p>	<p>Contact Town Clerk</p>	<p>Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Contact Town Clerk</p>	<p>Free</p>
<p>Data protection policies</p>	<p>Contact Town Clerk</p>	<p>Free</p>
<p>Schedule of charges for the publication of information</p>	<p>30p per copy (where fee imposed)</p>	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<p>Assets Register</p>	<p>Contact Town Clerk</p>	<p>30p a page</p>
<p>Members' Declaration of Acceptance of Office</p>	<p>Contact Town Clerk</p>	<p>30p a page</p>
<p>Registers of members' interests</p>	<p>Contact Town Clerk</p>	<p>30p a page</p>
<p>Register of gifts and hospitality</p>	<p>Contact Town Clerk</p>	<p>30p a page</p>

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		
Town Guide – every two years	Contact Town Clerk	Free
Council Quarterly Newsletter	Contact Town Clerk/Website	Free
Town Trail Leaflet	Contact Town Clerk/Website Available at the Library & Museum Noticeboard	Free
Footpath Walks	Contact Town Clerk/Website Available at the Library & Museum Noticeboard	Free
Pedestrian Routes	Contact Town Clerk/Website	Free
Details regarding litter bins & War memorials	Contact Town Clerk	Free
Bus shelters	Contact Town Clerk	Free
Public Convenience – Car Park behind Iceland	Contact Town Clerk	Free
Hire of the Coach House for meetings	Contact Town Clerk	Free
Additional Information	Document can be viewed free of charge within the office	
Safety inspection records for the Skateboard Park	Contact Town Clerk	30p a page

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Schedule of Charges

The Town Council charges for hire of the Coach House and the hire fee is reviewed annually.

The Town Council does not provide photocopying services for the public.

