



### Malton Town Council Publication Scheme

Information to be published	How the information can be obtained. NB council offices are open to the public Monday to Thursday 10am to 12noon	Cost
<b>Class 1 - who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> <b>This will be current information only</b>		
Who's who on the council and its committees	1) Click on list of town councillors under town council on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Contact details for the town clerk and councillors (names contacts where possible with telephone number and address if used)	1) Click on list of town councillors under town council on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a> 2) Hard copies available from the council office 3) This information is displayed in the two Council notice boards	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Location of council office and accessibility details	1) Visit <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a> and click on town council, for full address, postcode, photograph and accessibility information. 2) This information is displayed in the two Council notice boards	
Annual Report to Parish of Community Meeting	Hard copies available from the council office	
Annual Report	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Internal Audit Reports	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail

<b>Class 2 – what we spend and how we spend it</b> <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> <b>Current and previous financial year as a minimum</b>		
Annual return form and opinion of External Auditor	Available for inspection at the town council office	
Budget Summary	Available for inspection at the town council office	
Precept	Available for inspection at the town council office	
Financial Standing Orders and Regulations	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Grants given and received	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Member’s allowances and expenses	Hard copies available from the council offices	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
<b>Class 3 – how we make decisions</b> <b>Decision making process and records of decisions – current and previous council year</b>		
Timetable of meetings (council, committee, sub-committee and parish meetings)	Available for inspection at the town council office and home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a>	
Agendas of Meetings	1) Click on agendas under town council on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Minutes of Meetings – excluding exempt information	1) Click on minutes under town council on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Reports presented to council meetings – excluding exempt information	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Responses to consultation papers. These are incorporated within the minutes	1) Click on minutes under town council on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a>	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail

	2) Hard copies available from the council office	
Responses to planning applications – These are incorporated within the minutes	1) Click on minutes under town council on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a> 2) Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
<b>Class 4 – our policies and procedures</b> <b>Current written protocols, policies and procedures for delivering our services and responsibilities – current information only</b>		
Procedural standing orders	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Code of Conduct	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Financial Regulations	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Policy Statements Policies and procedures for the provision of services and about the employment of staff		
1) Internal policies relating to the delivery of services	No formal policies as such. For service details and matters relating to the cemetery hard copies are available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
2) Freedom of Information policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
3) Health and Safety policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
4) Disciplinary and Grievance policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
5) Media and Press policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
6) Dignity at work policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail

7) Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
8) Data Protection Policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
9) Document Retention Policy	Hard copies available from the council office	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail
Schedule of charges for the publication of information	See separate table below	
<b>Class 5 – Lists and registers</b> <b>Maintained lists and registers only</b>		
Registers of burials to present day	Members of the public can inspect the registers at the council offices	
Registers of graves to present day	Members of the public can inspect the registers at the council offices	
Statutory Plan	Members of the public can inspect the registers at the council offices, however, whilst available, this is an official Ryedale District Council document	
Assets Register	Members of the public can inspect the registers at the council offices	
Register of Members Interests	Members of the public can inspect the registers at the council offices	
Register of Gifts and Hospitality	To date, no councillor has received gifts nor hospitality, though should these be received they would be recorded and information made available at the council offices	
<b>Class 6 – The services we offer</b> <b>Includes leaflets, guidance and newsletters produced for the public and business</b>		
Burial Grounds and Closed Churchyards	Records available for inspection at the council offices including a plan of the cemetery. We do not have a	

	closed churchyard	
Parks, playing fields and recreational facilities	Records available for inspection at the council offices	
Seating, litter bins, clocks, memorials and lighting	Records available for inspection at the council offices	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Records available for inspection at the council offices	

<b>Schedule Of Charges - published as part of this guide</b>		
Type Of Charge	Description	Basis Of Charge
Disbursement cost	Photocopying at 10p per A4 sheet (black and white)	Cost of the photocopy plus administration fee
Postage	Postage Royal Mail 2 <sup>nd</sup> Class	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Cemetery Costs	Click on Cemetery Management on the home page of <a href="http://www.malton-tc.gov.uk">www.malton-tc.gov.uk</a>	Charges set by Council towards the cost of interments and cemetery maintenance

This publication scheme was adopted by the Council at their ordinary meeting on 27 September 2017 (Review Date September 2020)

Signed \_\_\_\_\_ Councillor Joan Lawrence, Deputy Mayor