

**Information Available from Horwich Town Council under the Model  
Publication Scheme, adopted by Horwich Town Council on 8 December 2008  
& reviewed on 12 September 2016**

| <b>INFORMATION TO BE PUBLISHED</b>  | <b>HOW THE INFORMATION CAN BE OBTAINED</b> | <b>COST</b> |
|---|--|-------------|
| <b>Class 1 – Who we are &amp; what we do</b><br>(organisational information, structures, locations & contacts) <i>this will be current information only</i> |  |             |
| Who's who on the Council & its Committees   | Town Guide/Newsletter/Website/Noticeboard  | Free        |
| Contact details for Members & Officers  | Town Guide/Newsletter/Website              | Free        |
| Location of main Council Office & accessibility details   | Town Guide/Newsletter/Website              | Free        |
| Staffing Structure  | Hard Copy – contact Town Clerk             |             |

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| <b>Class 2 – What we spend &amp; how we spend it</b><br>(financial information related to projected & actual income & expenditure, procurement, contracts & final audit) <i>Current &amp; previous financial years as a minimum</i> |  |  |
| Annual return form and report by Auditor  | Website/Hard copy – contact Town Clerk   |  |
| Finalised budget  | Website/Hard copy – contact Town Clerk   |  |
| Precept   | Website/Hard copy – contact Town Clerk   |  |
| Borrowing Approval Letter <b>Not held</b>   |  |  |
| Financial Standing Orders and regulations   | Website/Hard copy – contact Town Clerk   |  |
| Grants Given & Received   | Hard copy – contact Town Clerk   |  |
| List of current contracts awarded and value of contract <b>Not held</b>   |  |  |
| Members' allowances and expenses  | Please note that Horwich Town Council does not currently pay any allowances or expenses to Members other than the Chairman's (Town Mayor's) Account – contact Town Clerk |  |

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| <b>Class 3 – What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews) |  |      |
| Parish Plan <b>Not held</b>   |  |      |
| Annual Report to the Parish or Community Meeting (current and previous year as a minimum)   | Website/hard copy – contact Town Clerk | Free |
| Quality Status  | Not applicable                         |      |
| Local Charters drawn up in accordance with DCLG guidelines  | No charters in operation               |      |

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| <b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)<br><i>Current and previous year as a minimum</i> |   |  |
| Timetable of Meetings (Council, any committee/sub committee meetings and parish meetings)  | Website/noticeboard/hard copy –contact Town Clerk   |  |
| Agendas of meetings (as above)   | Website/noticeboard/hard copy – contact Town Clerk  |  |
| Minutes of Meetings (as above) NB this will exclude information that is properly regarded as private to a meeting                            | Website/hard copy – contact Town Clerk  |  |
| Reports presented to Council meetings NB this will exclude any information that is properly regarded as private to the meeting               | Hard copy – contact Town Clerk  |  |
| Responses to consultation papers   | Hard copy – contact Town Clerk  |  |
| Responses to planning applications   | Website – reference to minutes of Council meetings for particular applications where a response has been made<br>Hard copy – contact Town Clerk |  |
| Bye-Laws   | Horwich Town Council does not currently have any bye laws   |  |

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| <b>Class 5 – Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)<br><i>Current information only</i><br>Policies and procedures for the conduct of Council business   |  |  |
| Procedural standing orders   | Website/hard copy – contact Town Clerk |  |
| Committee and sub committee terms of reference   | Hard copy – contact Town Clerk         |  |
| Delegated authority in respect of officers   | Hard copy – contact Town Clerk         |  |
| Code of Conduct  | Website/hard copy – contact Town Clerk |  |
| Policy Statements  | Hard copy – contact Town Clerk         |  |
| Policies and Procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and Diversity policy<br>Health and Safety policy<br>Social Media Policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme)<br>Information security policy<br>Records management policies (records retention, destruction and archive) | Hard copy – contact Town Clerk         |  |

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| Data Protection Register of Data Controllers<br>Schedule of charges for the publication of<br>information |  |  |
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| <b>Class 6 – Lists and Registers</b><br><i>Currently maintained lists and registers only</i>   | <i>Some information may only be available by<br/>visual inspection/hard copy</i> |                              |
| Any publicly available register or list  | Copy of principal authority's electoral<br>register is held                      | Visual<br>inspection<br>free |
| Assets Register  | Hard copy – contact Town Clerk   |                              |
| Disclosure Log (indicating the information that has<br>been provided in response to requests;<br>recommended as good practice but may not be<br>held by parish councils) | Not held by Horwich Town Council   |                              |
| Register of Members' Interests   | Website/hard copy – contact Town Clerk   |                              |
| Register of Gifts and Hospitality  | Hard copy/visual inspection – contact Town<br>Clerk                              |                              |

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| <b>Class 7 – The Services we offer</b><br>(Information about the services we offer including<br>leaflets, guidance and newsletters produced for<br>public and business)<br><i>Current information only</i> |  |  |
| Allotments   | Not held   |  |
| Burial grounds and closed cemeteries   | Not held   |  |
| Community Centres and Village Halls  | Horwich Community Centre – contact Town<br>Clerk |  |
| Parks, playing fields and recreational facilities  | Not held   |  |
| Seating, litter bins, clocks, memorials and lighting   | Not held   |  |
| Bus shelters   | Not held   |  |
| Markets  | Not held   |  |
| Public conveniences  | Not held   |  |
| Agency agreements  | Not held   |  |
| A summary of services for which Council is<br>entitled to recover a fee, together with those fees<br>(eg burial fees)  | Not held   |  |

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| <b>Class 8 – Additional Information</b><br>(Current information not itemised in the above<br>lists) |                                |  |
| Declaration of Acceptance of Office   | Hard copy – contact Town Clerk |  |
| Fire safety policy  | Hard copy – contact Town Clerk |  |
| Internal audit procedure  | Hard copy – contact Town Clerk |  |
| Risk Assessment of Council activities   | Hard copy – contact Town Clerk |  |

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|---|---|--|
| Annual Accounts & supporting documentation                      | Hard copy – contact Town Clerk  |  |
| VAT returns <i>limited to last financial year</i>               | Hard copy – contact Town Clerk  |  |
| Horwich Town Guide  | Available from Horwich Community Centre and Horwich Library and local outlets |  |
| 'Connections' newsletter  | Available from Horwich Community Centre and Horwich Library and local outlets |  |
| Attendance at meetings  | Website/hard copy – contact Town Clerk  |  |
| Grant Application forms   | Hard copy – contact Town Clerk  |  |
| Horwich in Bloom and Fruit Flower and Vegetable Show activities | Hard copy – contact Town Clerk or Admin and Outreach Officer                  |  |

**CONTACT DETAILS:**

**Town Clerk** - Carol Hutchinson  
Horwich Town Council Office  
Horwich Community Centre  
Beaumont Road  
Horwich  
Bolton  
BL6 7BG  
Phone 01204 691090  
Email [townclerk@horwich.gov.uk](mailto:townclerk@horwich.gov.uk)

| <b>SCHEDULE OF CHARGES</b> |   |
|----------------------------|---|
| <b>Type of Charge</b>      | <b>Description</b>  |
| Disbursement cost          | Based on photocopying at 10p per sheet plus officer time and cost of photocopier lease<br><br>Colour photocopying not available<br><br>Postage – actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| Statutory Fee              | N/A   |
| Other                      | N/A   |

*Reviewed and adopted by Horwich Town Council at its meeting on Monday 12 September 2016.*