**Model Publication Scheme**

**NTC Compliance**

**7 Classes of Information**

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| Classes of Information Required to be Published | What NTC Publishes |
| **Who we are and what we do.**  Organisational information, locations and contacts, constitutional and legal governance. | 1. The ‘[Council Information’](https://newbury.gov.uk/the-council/council-information/) section of the NTC website details the basic actions of the Council. This includes holding meetings (where and when), what civic events we hold, how you can contact the council, and the weekly Saturday Surgery with Town Councillors. 2. Under the ‘[Councillors](https://newbury.gov.uk/contact/councillors/)’ webpage, we list all the Councillors, their contact details, and wards they represent. In addition, for ease of use, a map of the Parish of Newbury is presented with a visual depiction of the wards and the Councillors by ward. 3. The Council’s constitution (Standing Orders) and our legal governance can be found in the ‘[Key documents](https://newbury.gov.uk/the-council/key-documents/)’ section of the NTC website. Specifically, the Standing Orders can be found under the ‘[Policies and Procedures](https://newbury.gov.uk/the-council/key-documents/policies-and-procedures/)’ webpage. 4. The full list of NTC’s owned and managed assets are listed on the ‘[Responsibilities](https://newbury.gov.uk/the-council/key-documents/responsibilities/)’ webpage. 5. The details of our Committees, and all of their Agendas and Minutes, can be found on the ‘[Meetings](https://newbury.gov.uk/the-council/meetings/)’ section of the NTC website. |
| **What we spend and how we spend it.**  Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. | 1. The Councils budget is posted on the ‘[Budget](https://newbury.gov.uk/the-council/key-documents/budget/)’ webpage. This details the previous years expenditure, the projects the Council is resolved to undertake for this year, and how much those projects have been budgeted to cost. 2. The dealing with contracts is described in the Standing Orders, found on the ‘[Policies and Procedures](https://newbury.gov.uk/the-council/key-documents/policies-and-procedures/)’ webpage. 3. The Councils financial regulations, which include how we deal with tendering and procurement, are found on the ‘[Finance](https://newbury.gov.uk/the-council/key-documents/finance/)’ section of the website. 4. Each year NTC produce a precept leaflet for the households in Newbury. These detail what the Council does, what we spend our money on, and how much we claim through the precept. These leaflets can be found on the ‘[Precept Information](https://newbury.gov.uk/the-council/key-documents/precept-information/)’ webpage. 5. The Council’s Annual Governance and Accountability Return, which ensures good financial practices are maintained, can be found on the ‘[Finance](https://newbury.gov.uk/the-council/key-documents/finance/)’ webpage. |
| **What our priorities are and how we are doing.**  Strategy and performance information, plans, assessments, inspections and reviews. | 1. The Council has Strategy which is the guiding document for the Council’s actions. This provides our core goals and targets for implementation. The Strategy can be found on the ‘[Strategy](https://newbury.gov.uk/the-council/key-documents/strategy/)’ section of the NTC website. 2. In addition, the Council has a dedicated webpage to detail our ‘[Mission and Strategy](https://newbury.gov.uk/the-council/mission-strategy/)’. This webpage is a summary of the strategy and made to be more reader friendly. This page lists our core goals, key yearly objectives, assessment of our actions, and a timeline for key projects for the future. |
| **How we make decisions.**  Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. | 1. The method by which NTC makes its decisions can be found in the Standing Orders, found on the ‘[Standing Orders](https://newbury.gov.uk/the-council/key-documents/standing-orders/)’ webpage. 2. NTC procedures, such as the internal dispensation process and grant criteria, can be found on the ‘[Policies and Procedures](https://newbury.gov.uk/the-council/key-documents/policies-and-procedures/)’ webpage. 3. The Council’s engagement and consultation policy can be found at the top of the ‘[Public Consultations](https://newbury.gov.uk/the-council/public-consultations/)’ webpage. |
| **Our policies and procedures.**  Current written protocols for delivering our functions and responsibilities. | 1. All of NTC’s Policies and Procedures can be found on the ‘[Policies and Procedures](https://newbury.gov.uk/the-council/key-documents/policies-and-procedures/)’ webpage. 2. Other written policies can be found on the ‘[Key Documents](https://newbury.gov.uk/the-council/key-documents/)’ section of the NTC website. |
| **Lists and registers.**  Information held in registers required by law and other lists and registers relating to the functions of the authority. | 1. The Council’s land register can be found on the ‘[Land Register](https://newbury.gov.uk/the-council/key-documents/land-register/)’ webpage. 2. The Strategic Risk Register relates to the Councils key risks and mitigation strategies and can be found on the ‘[Strategic Risk Register](https://newbury.gov.uk/the-council/key-documents/strategic-risk-register/)’ webpage. |
| **The services we offer.**  Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. | 1. The details for our key services can be found on the ‘[Services](https://newbury.gov.uk/services/)’ webpage. 2. The list of NTC services with the responsible Officer and their contact details can be found on the ‘[Our Services and Functions](https://newbury.gov.uk/contact/services-functions/)’ webpage. 3. The Council’s media releases, such as newsletters and Press Releases, can be found on the ‘[News](https://newbury.gov.uk/news/)’ section of the NTC website. |

**Schedule of Fees**

As per the Council’s adopted Model Publication Scheme, the Council will ensure that, “the maximum amount of information [is] readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.”

Therefore, in the interest of transparency and accountability, the Council will provide a copy of any requested information at no charge. Where there is a statutory requirement to charge then the Council reserves the right to make a charge in accordance with the relevant legislation.

Material published and available on the Council website will be provided free of charge.

Any printed, physical, hardcopy of any information will also be provided free of charge and can be requested either in person or by contacting the Council through any of the means presented below.

Where multiple physical copies of the same information are requested, the Council will reserve the right to charge a reasonable fee to cover its costs – 50 pence per addition copy.

**Contact details:**

The Council’s address is:

Newbury Town Council,

The Town Hall,

Market Place,

Newbury,

Berkshire,

RG14 5AA

All inquiries should be addressed in the first instance to Chief Executive Officer at:

[ceo@newbury.gov.uk](mailto:ceo@newbury.gov.uk) or 07399 117524