

## PRINCES RISBOROUGH TOWN COUNCIL



### Information Available under the Model Publication Scheme

Information to be published	How it can be obtained
<b>Class 1 – Who we are and what we do</b> Current information only	Hard copy or website
Members of the Council and Committees and Sub-Committees	Notice Board Website Hard Copy
Contact details for Clerk and Council members	Website Hard Copy
Location of Council Office and accessibility details	Website
<b>Class 2 – Finance</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous years	Hard copy or website
Annual return form and Auditor's report	Hard copy Website
Finalised Budget	Hard copy Website
Precept	Website (in Minutes) Hard copy
Grants given and received	Website in Annual Accounts Hard copy
List of current contracts awarded and value of contract	Hard copy
<b>Class 3 – Our Priorities and How we are doing</b> (Strategies, plans, performance indicators, audits, inspections, reviews)	Action Plan on the website or hard copy
Annual Report	Website (in Annual Parish Meeting Minutes) Hard Copy
<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions current and previous year)	Hard copy Website
Timetable of Meetings	Website

	Notice Board Hard Copy
Agenda for Forthcoming Meeting	Notice Boards Website Hard Copy
Responses to Consultation Papers	Website in Minutes Hard Copy
Responses to Planning Applications	Website in Minutes Wycombe District Council website or Planning Office
<b>Class 5 – Policies and Procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	All Resolved Policies on website
Policies and procedures for the conduct of the Council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct	Hard copy Website
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Hard copy Website
Any publicly available register or list	Website, hard copy
Assets Register	Website, hard copy
Register of Members' interest	Website, hard copy

**Contact:**

**The Clerk, Princes Risborough Town Council, Princes Centre, Clifford Road,  
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E:towncouncil@princesrisborough.com**

**Schedule of Charges**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
None	Website	Free of charge
Disbursement Charge	Hard Copy	£0.50 per sheet
Postage	Distribution of material	Current postage rate of Royal Mail First Class. Any special delivery etc, charged at Royal Mail rate.
Clerks time	Will be charge if deemed an excessive amount of time is need to fulfil request outside normal office hours	£25 per hour