

Royston Town Council

Information available under the Publication Scheme

Website: www.roystontowncouncil.gov.uk

email town.clerk@roystontowncouncil.gov.uk

Information published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Town Council Office	Free
Contact details for Town Clerk and Council members	Website Town Council Office Notice board Newsletter	Free
Location of main Council office and accessibility details	Website Town Council Office Newsletter	Free
Staffing structure	Website Town Council Office	Free
Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	Town Council Office	10p per sheet
Finalised budget	Hard copy from office Website	10p per sheet Free
Precept	website	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Town Council Office Web-site	10p per sheet Free
Grants given and received	Town Council Office	10p per sheet
List of current contracts awarded and value of contract	Town Council Office	10p per sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Annual Report	Town Council Office Web-site	Free

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Parish Plan	N/A	
Annual Report to Town Meeting	Town Council Office Web-site	10p per sheet Free
Quality status	Town Council Office Web-site	Free Free
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions		
Timetable of meetings	Website/Noticeboard Town Council Office	Free 10p per sheet
Agendas of meetings	Website/Noticeboard Town Council Office	Free 10p per sheet
Minutes of meetings	Website Town Council Office	Free 10p per sheet
Reports presented to council	Town Council Office	10p per sheet
Responses to consultation papers	Web-site Town Council Office	Free 10p per sheet
Responses to planning applications	Planning minutes - Website Town Council Office	Free 10p per copy
Bye-laws	N/A	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Town Council Office	10p per sheet
Committee and sub-committee terms of reference	Town Council Office	
Code of Conduct	Town Council Office	
Policy statements	Town Council Office	

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Internal policies relating to the delivery of services: Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures	Town Council Office Town Council Office Under construction Town Council Office Town Council Office	10p per sheet
Information security policy	Under construction	
Records management policies	Town Council Office	10p per sheet
Data protection policies	Town Council Office	10p per sheet
Schedule of charges	Town Council Office	10p per sheet
Class 6 – Lists and Register		
Assets Register	Available for inspection at office	
Register of members' interests	Available for inspection at office	
Register of gifts and hospitality	Available for inspection at office	
List of Planning Applications (since May 2007)	Web-site	
Class 7 – The services we offer		
Allotments	Website	Free
Town Hall and Market Hill Rooms - Hire of Rooms and halls	Website Town Council Office	Free Free
War Memorials	Website	Free
Markets – Farmers and Charter	Website Market Managers office	Free Free
Museum	Town Council & Museum Web-site	Free
Cave	Town Council & Museum Web-site	

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Additional Information		
Planning Documents Current planning application	Inspection only at Town Hall office	

Contact details:
Susan Thornton-Björk
Town Clerk
Town Hall, Melbourn St
Royston Herts
01763 245484

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		