

DESBOROUGH TOWN COUNCIL

Freedom of Information Act Publication Scheme

Where to find information

Most information can be obtained free of charge from the Council's website (desboroughtowncouncil.gov.uk) or by email from the Town Clerk. There is a folder in the reference area of Desborough Library which contains details of Councillors, copies of past minutes, the most recent Council agenda, copies of policies, rules, and procedures. If a paper copy is required, people may copy information from this folder but may not remove anything from it, paper copies may also be obtained from the Town Clerk.

Where paper copies are provided by the Town Clerk, the actual cost will be charged: currently 20 pence per side of A4 (black and white) and 50 pence per side of A4 (colour). Any postage costs will be charged at the Royal Mail standard second class letter rate, or large letter second class rate as necessary.

What does this mean?

It is easiest to get information from the Council's website. If you need help, please ask the Town Clerk. If you need a paper copy please ask the Town Clerk who will be happy to assist. The information referred to in the sections below would be for the current and previous financial year unless otherwise stated.

Types of information provided

- **Who we are and what we do**
Organisational information, structures, locations, and contacts. This will only be current information.
- **What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit.
- **What our priorities are and how we are doing**
Strategies, plans, performance indicators, audits, inspections, and reviews.
- **How we make decisions**
Decision making processes, and records of decisions.
- **Our policies and procedures**
Current written protocols, policies and procedures for delivering our services and responsibilities.
- **Lists and Registers**
Information held in registers required by law, and other lists and registers relating to the functions of the authority.
- **The services we offer**
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).
- **Additional Information**
Current information that is not itemised in the lists above.

The information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

	How the information can be obtained?				
Information to be published	Website	Noticeboards	Town Clerk	Desborough Library	Other
Who we are and what we do					
Who's who on the Council	Yes	Yes	Yes	Yes	No
Contact details for staff and Councillors	Yes	Yes	Yes	Yes	No
Staffing structure	Yes	Yes	Yes	Yes	No
What we spend and how we spend it					
Annual return form and report by auditors	Yes	Yes	Yes	No	No
Finalised budget	Yes	No	Yes	Yes	No
Standing Orders, Financial Regulations, Scheme of Delegation	Yes	No	Yes	Yes	No
Grants given and received	Yes	No	Yes	No	No
Members' allowances and expenses	Yes	No	Yes	No	No
What our priorities are and how we are doing					
Review of the effectiveness of Internal Audit	Yes	No	Yes	No	No
How we make decisions					
Timetable of meetings	Yes	Yes	Yes	Yes	No
Agenda for Council meetings	Yes	Yes	Yes	Next meeting & last meeting	No
Minutes of meetings	Yes	No	Yes	Yes	No
Reports presented to council meetings.	Yes	No	Yes	Next meeting & last meeting	No
Responses to consultation papers	No	No	Yes	No	No
Responses to planning applications	No	No	Yes	No	No
Policies and procedures					
Standing Orders, Financial Regulations, Scheme of Delegation	Yes	No	Yes	Yes	No
Councillors' Code of Conduct	Yes	No	Yes	Yes	No
Policies	Yes	No	Yes	Yes	No

Information to be published	How the information can be obtained?				
	Website	Noticeboards	Town Clerk	Desborough Library	Other
Written procedures	Yes	No	Yes	Yes	No
Schedule of charges	Yes	Yes	Yes	Yes	No
Lists and Registers					
Asset Register	No	No	Yes	No	No
Disclosure log	No	No	Yes	No	No
Register of members' interests	Yes	No	Yes	No	KBC
The services we offer					
Desborough Pocket Park	No	No	Yes	No	KBC
Seating, litter bins, and lighting	No	No	Yes	No	KBC
Bus shelters	No	No	Yes	No	KBC
Additional Information					
Risk Assessment	No	No	Yes	No	No
Internal Control Procedures	Yes	No	Yes	Yes	No

Contact details:

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Library Building, High Street, Desborough, NN14 2QS
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clerk@desboroughtowncouncil.gov.uk

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