



Northwich
town council

Publication Scheme

The Publication Scheme was adopted by the council at its meeting held on 3rd November 2025

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do		
Where to find us-Location and map	Web Site	Nil
Committee Structure-current only	Hard Copy Web Site	£0.10
About the Town Council- Background to the Mayor & chain of office How the Council operates How decisions are made Citizens' Rights Role and functions of councillors, Mayor & Leader	Web Site	£1
Council and Committee Membership	Hard Copy Web Site	£0.30
Contact details for councillors	Hard Copy Web Site	£0.10
Officer Management Structure	Hard Copy Web Site	£0.10
Contact details for Chief Officer and Managers	Hard Copy Web Site	£0.10
Ward details	Hard Copy	£0.10
Class 2 – What we spend and how we spend it		
Financial Regulations-current only	Hard Copy	£0.50
Standing Orders	Hard Copy	£0.50
Approved Budget (including balances & Precept)-current and previous 3 years	Hard Copy	£1
Approved Budget & Precept-one page summary	Hard Copy	Nil
Grants & Funding Policy-current only	Hard Copy Web Site	£0.20
Mayor's Allowance Scheme-current only	Hard Copy	£0.20
Medium Term Financial Strategy-current only	Hard Copy	£0.50
Annual return form and report by auditor-latest or previous 3 years	Hard Copy	£1
Annual Accounts-most recent and previous 3 years	Hard Copy	£1
Financial Management Report-most recent only	Hard Copy	£1
Borrowing Approval Letters-within last 3 years	Hard Copy	£0.10
Grants received	Hard Copy	£2
Grants given – list for current financial year and 3 previous years	Hard Copy	£2
Grants given-last full year	Hard Copy	Nil

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List of current contracts awarded and value of contract	Hard Copy	£5
Members' allowances and expenses (No allowances are paid to Councillors other than Mayor & Deputy Mayor)	Hard Copy	£1
Class 3 – What our priorities are and how we are doing		
Neighbourhood plan	Hard Copy Web Site	£5
Annual Report-Current and Previous 3 years	Hard Copy Web Site	£0.50
External Audit Report-latest or previous 3 years	Hard Copy	£0.50
Internal Report-Final or Interim (latest or previous 3 years)	Hard Copy	£1
Class 4 – How we make decisions		
Information & Data Protection Policy	Hard Copy	£0.50
Minutes of Annual Town Meeting-latest and previous year	Hard Copy Web Site	£0.30
Timetable of meetings (Council, any committee/working group meetings and parish meetings) current & last year	Hard Copy Web Site	£0.40
Agendas of meetings	Hard Copy Web Site	£0.20
Minutes of meetings	Hard Copy Web Site	£0.20
Class 5 – Our Policies and Procedures		
Standing Orders	Hard Copy Web Site	£1
Terms of Reference of Committees & Delegation Scheme	Hard Copy	£2
Communications & Social Policy	Hard Copy	£0.20
Members Code of Conduct	Hard Copy	£5
Officers Code of Conduct	Hard Copy	£2
ICT Policy	Hard Copy	£0.30
Community & Social Policy	Hard Copy	£0.20
Child & Vulnerable Adult Policy	Hard Copy	£0.20
Equality policy	Hard Copy	£0.50
Health and Safety Policy	Hard Copy	£8
Current employment vacancies	Hard Copy Web Site	Nil
Job Descriptions & Person Specifications of current posts	Hard Copy on Web Site for vacancies	£0.40
Publication Scheme & Information Guide	Hard Copy	£1
Complaints Code & Procedure	Hard Copy	Nil
Information & Data Protection Policy	Hard Copy Web Site	£0.30
Schedule of charges for Northwich Town Council	Hard Copy Web Site	Nil

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Class 6 – List and Registers		
Members Declaration of Acceptance of Office	Hard Copy	£0.10
Candidates at last election	Hard Copy	£1
Assets Register-current and previous 3 years	Hard copy	£1
Register of members' interests	Hard Copy	£1
Class 7 – The services we offer		
Northwich Town Council Ancient Records	Available for inspection by appointment	Nil
Allotments	Hard Copy Web Site	Nil
Paddling Pool	Hard Copy Web Site	Nil
Cemetery	Hard Copy Web Site	Nil
Vickersway Park	Hard Copy Web Site	Nil
Verdin Park	Hard Copy Web Site	Nil

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopy @ 10p per sheet (black & white)	Actual cost .005p per sheet
	Photocopying @ 20p per sheet (colour)	Actual cost .05p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class

Please note, document charges are base on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.