

**Adopted at the Annual Statutory Meeting on 16<sup>th</sup> May 2011**

## **Information available from Polegate Town Council under the model publication scheme of the Freedom of Information Act**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> Polegate Town Council</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> <p>Who's who on the Council and its Committees</p>	<p>Website</p>	<p>Free</p> <p>10p per sheet (20p if double sided)</p>
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p>	<p>Free</p> <p>10p per Sheet (20p if double sided)</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	<p>Free</p> <p>10p per Sheet (20p if double sided)</p>

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Staffing structure	Website	sided) Free 10p per Sheet (20p if double sided)
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<p><b>Class 2 – What we spend and how we spend it</b>          (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		<p>10p per Sheet (20p if double sided)</p>
<p>Annual return form and report by auditor</p>		<p>10p per Sheet (20p if double sided)</p>
<p>Finalised budget nb this will exclude information that is properly regarded as private to the meeting.</p>		<p>10p per Sheet (20p if double sided)</p>
<p>Precept</p>		<p>10p per Sheet (20p if double sided)</p>
<p>Borrowing Approval letter</p>		<p>10p per Sheet</p>

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		(20p if double sided)
Financial Standing Orders and Regulations		10p per Sheet (20p if double sided)
Grants given and received		10p per Sheet (20p if double sided)
List of current contracts awarded and value of contract		10p per Sheet (20p if double sided)
Members' allowances and expenses		10p per Sheet (20p if double sided)

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>			
<p>Masterplan</p>		<p>Website</p>	<p>10p per Sheet (20p if double sided)</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>		<p>Website</p>	<p>Free</p>
<p>Quality status</p>		<p>Website</p>	<p>Free</p>

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per Sheet (20p if double sided)
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Website	10p per Sheet (20p if double sided)

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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Current information only</p>		<p>10p per Sheet (20p if double sided)</p>
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy only</p>	<p>10p per Sheet (20p if double sided)</p>
<p>Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy only</p>	<p>10p per Sheet (20p if double sided)</p>
<p>Information security policy</p>	<p>Hard Copy only</p>	<p>10p</p>
<p>Records management policies (records retention, destruction and</p>	<p>Hard Copy only</p>	<p>10p</p>

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archive)		per Sheet (20p if double sided)
Data protection policies	Hard Copy only	10p per Sheet (20p if double sided)
Schedule of charges (for the publication of information)	Hard Copy only	10p per Sheet (20p if double sided)



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<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only	N/A
Assets Register	Inspection only	N/A
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Inspection only	N/A
Register of members’ interests	Inspection only Website	N/A Free
Register of gifts and hospitality	Inspection only Website	N/A Free

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<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Inspection only	N/A
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Inspection only	N/A
Seating, litter bins, clocks, memorials and lighting	Inspection only	N/A
Bus shelters	Inspection only	N/A
Markets	N/A	
Public conveniences	Inspection only	N/A
Agency agreements	Inspection only	N/A

**Contact details: Town Clerk**  
**49 High Street**  
**Polegate**  
**East Sussex**  
**BN26 6AL**  
**01323 488114**  
**townclerk@polegate-tc.co.uk**

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### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ £1 per sheet (colour)	Comparative cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		Not applicable
<b>Other</b>		

\* The actual cost incurred by the public authority