

Information available from Seaford Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</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>		
Who's who on the Council and its Committees	Hard copy & website Hard copy	5p/10p per sheet for hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy & website	5p/10p per sheet for hard copy
Location of main Council office and accessibility details	Hard copy & website Hard copy	5p/10p per sheet for hard copy
Staffing structure	Hard copy & website	5p/10p per sheet for hard copy

<p>Class 2 – What we spend and how we spend it (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>	hard copy and/or website	
Annual return form and report by auditor	Hard copy	5p/10p per sheet for hard copy
Finalised budget	Hard copy & website	5p/10p per sheet for hard copy
Precept	Hard copy to every household with Council Tax demand. Website.	5p/10p per sheet for hard copy
Borrowing Approval letter	Hard copy	5p/10p per sheet for hard copy
Financial Standing Orders and Regulations	Hard copy	5p/10p per sheet for hard copy
Grants given and received	Hard copy	5p/10p per sheet for hard copy
List of current contracts awarded and value of contract	Hard copy	5p/10p per sheet for hard copy
Members' allowances and expenses	Hard copy	5p/10p per sheet for hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

Parish Plan (current and previous year as a minimum)	When completed Hard copy & website	5p/10p per sheet for hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy & website	5p/10p per sheet for hard copy
Quality status	Hard copy & website	5p/10p per sheet for hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable	5p/10p per sheet for hard copy
Class 4 – How we make decisions (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 parish meetings)	Hard copy & website	5p/10p per sheet for hard copy
Agendas of meetings (as above)	Hard copy & website	5p/10p per sheet for hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	5p/10p per sheet for hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p/10p per sheet for hard copy
Responses to consultation papers	Hard copy	5p/10p per sheet for hard copy
Responses to planning applications	Hard copy	5p/10p per sheet for hard copy
Bye-laws	n/a at present	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders) Committee and sub-committee terms of reference) Delegated authority in respect of officers) where applicable Code of Conduct) Policy statements)</p>	<p>Hard copy & website Hard copy & website Hard copy & website Hard copy & website Hard copy & website</p>	<p>5p/10p per sheet for hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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>n/a n/a Hard copy n/a n/a Hard copy</p>	<p>5p/10p per sheet for hard copy</p>
<p>Information security policy</p>	<p>n/a</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>5p/10p per sheet for hard copy</p>
<p>Data protection policies</p>	<p>n/a</p>	

Schedule of charges)for the publication of information)	Hard copy & website	5p/10p per sheet for hard copy
Class 6 – Lists and Registers	(some information may only be available by inspection)	
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)	Hard copy	5p/10p per sheet for hard copy
Assets Register	Hard copy	5p/10p per sheet for hard copy
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)	Hard copy	5p/10p per sheet for hard copy
Register of members' interests	Hard copy	5p/10p per sheet for hard copy
Register of gifts and hospitality	Hard copy	5p/10p per sheet for hard copy
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy	5p/10p per sheet for hard copy
Community centres and village halls	Hard copy	5p/10p per sheet for hard copy

Parks, playing fields and recreational facilities	Hard copy	5p/10p per sheet for hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p/10p per sheet for hard copy
Bus shelters	Hard copy	5p/10p per sheet for hard copy
Markets	n/a	
Public conveniences	Hard copy	5p/10p per sheet for hard copy
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	5p/10p per sheet for hard copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs S J Shippen FCIS, Principal ILCM, Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.

Tel: 01323 894870 Fax: 01323 872976 email: admin@seafordtowncouncil.gov.uk

Website: seafordtowncouncil.gov.uk

Adopted: 19/3/09

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Website downloads free	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority