

# Sawbridgeworth Town Council

## Freedom of Information Act 2000

### Information available under the model publication scheme

Information to be published	How it can be obtained	Cost (excl disbursements)
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#### **Class1 - Who we are and what we do**

*(Organisational information, structures, locations and contacts)*

*This will be current information only*

Who's who on the Council and its Committees	Hard copy and web-site	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and web-site	Nil
Location of main Council office and accessibility details	Hard copy and web-site	Nil
Staffing structure	Hard copy and web-site	Nil

#### **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)*

Current and previous financial year as a minimum

Annual return form and report by auditor	Hard copy	Nil
Finalised budget	Hard copy	Nil
Precept	Hard copy	Nil
Borrowing Approval letter	None	n/a
Financial Standing Orders and Regulations	Hard copy	Nil
Grants given and received	Hard copy	Nil
List of current contracts awarded and value of contract	Hard copy	Nil
Members' allowances and expenses	Hard copy	Nil

<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (current and previous year as a minimum)	Hard copy	Nil
Annual Report to Parish or Community Meeting (current and previous year as a min.)	Hard copy	Nil
Quality status	None	n/a
Local charters drawn up in accordance with DCLG guidelines	None	n/a

<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i>		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and web-site	Nil
Agendas of meetings (as above)	Hard copy and web-site	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and web-site	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and web-site	Nil
Responses to consultation papers	Hard copy	Nil
Responses to planning applications	Hard copy	Nil
Bye-laws	Hard copy	Nil

## Class 5 – Our policies and procedures

*(Current written protocols, policies and procedures for delivering our services and responsibilities)*

Current information only

Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy	Nil
Committee and sub-committee terms of reference	Hard copy	Nil
Delegated authority in respect of officers	Hard copy	Nil
Code of Conduct	Hard copy	Nil
Policy statements	Hard copy	Nil
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	Nil
Equality and diversity policy	None	n/a
Health and safety policy	Hard copy	Nil
Recruitment policies (including current vacancies)	None	n/a
Policies and procedures for handling requests for information	Hard copy	Nil
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Nil
Information security policy	Hard copy	Nil
Records management policies (records retention, destruction and archive)	Hard copy	Nil
Data protection policies	Hard copy	Nil
Schedule of charges (for the publication of information)	Hard copy	Nil

## Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list	By inspection	Nil
Assets Register	Hard copy	Nil
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	Nil
Register of members' interests	By inspection	Nil
Register of gifts and hospitality	By inspection	Nil

## Class 7 – The services we offer

*(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*

Current information only

Allotments	Hard copy	Nil
Burial grounds and closed churchyards	Hard copy	Nil
Community centres and village halls	None	n/a
Parks, playing fields and recreational facilities	Hard copy	Nil
Seating, litter bins, clocks, memorials and lighting	Hard copy	Nil
Bus shelters	Hard copy	Nil
Markets	None	n/a
Public conveniences	None	n/a
Agency agreements	None	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Nil

## Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above


### Contact details:

**The Town Clerk, Sawbridgeworth Town Council, 2b The Square, Sawbridgeworth, CM21 9AE**

## SCHEDULE OF CHARGES

How the charges have been arrived at and are part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 4p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority