

## **Information available from Telscombe Town Council under the Model Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b> <b>Hard Copy Website</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members	Web Site Civic Newsletter	Free Free
Location of main Council office and accessibility details	Website Notice Boards Civic Newsletter	Free Free Free
Staffing	Web site	Free
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial years		
Annual return form and report by auditor	Hard copy	20p per A4 sheet
Finalised budget	Web site current year Hard copy previous years	Free 20p per A4 sheet
Precept	Hard copy	20p per A4 sheet
Borrowing Approval letter	Hard copy	20p per A4 sheet
Financial Standing Orders and Regulations	Hard copy	20p per A4 sheet
Grants given and received	Website current year Hard copy previous years	Free 20p per A4 sheet

List of current contracts awarded and value of contract	Hard copy	20p per A4 sheet
Members' allowances	Hard copy	20p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report	In production	Website free Hard copy free
Annual return	Hard copy	20p per A4 sheet
Income and expenditure monitoring reports	Hard copy	20p per A4 sheet
Civic Newsletter	Web site Hard copy	Free Free
<b>Class 4 – How we make decisions</b> Current and previous council year		
Timetable of Council, Committee and Sub Committee meetings	Previous years hard copy  Current year website Notice boards	20p per A4 sheet Free Free
Agendas of meetings (as above)	Previous years hard copy  Notice Boards Website	20p per A4 sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Previous years hard copy  Current year Website	20p per A4 sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p per A4 sheet

Responses to consultation papers	Hard Copy	20p per A4 sheet
Responses to planning applications	Hard Copy previous years Current year website	20p per A4 sheet Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct	Hard copy Hard copy Hard copy	20p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:  Health and safety policy  Recruitment (including current vacancies)  Complaints procedures	Hard copy  Hard copy Web site Hard copy	20p per A4 sheet Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hard Copy	Free
Assets Register	Hard Copy	20p per A4 sheet
Register of members' interests	Hard Copy	20p per A4 sheet
Register of gifts and hospitality	Hard Copy	20p per A4 sheet

<b>Class 7 – The services we offer</b>	(Some information may only be available by inspection at the Town Council Office)	
Current information only		
Community centres and village halls	Hard Copy Web site	Free Free
Parks, playing fields and recreational facilities	Hard copy Web site	Free Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per A4 sheet
Bus shelters	Hard copy	20p per A4 sheet
Markets and Craft Fairs	Notice boards Hard copy Web site	Free Free Free
Civic Events	Council notice board Hard copy Web site	Free Free Free
Agency agreements – Verge Cutting	Hard copy	20p per A4 sheet
<b>Additional Information</b>		
Leaflets advertising local events and services of interest to the community including bus timetables	Hard copy Website Council notice boards Civic Centre Information Point	Free Free Free

**Contact details:**

**The Town Clerk  
Telscombe Town Council  
Telscombe Civic Centre  
360 South Coast Road  
TELSCOMBE CLIFFS  
East Sussex  
BN10 7ES**

**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 @ .20.p per sheet (black & white)	Actual cost equals machine and staff time plus consumables
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class