

Information available from TELSCOMBE TOWN COUNCIL under the model publication scheme

This publication scheme commits Telscombe Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below:-

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and Council members	Hard copy Website	Disbursement cost
Location of main Council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
Class 2 – What we spend and how we spend it Current and previous financial years		
Accounts/annual return and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan	Hard copy Website	Disbursement cost
Annual report to Town Meeting	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, committee/sub-committee meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy	Disbursement

	Website	cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Reports presented to Council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of Council business:</u> Procedural standing orders Delegated authority in respect of officers Code of Conduct	Hard copy Website	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment (including current vacancies) Complaints procedures	Hard copy Website	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Website	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Community centres and village halls	Hard copy booking form	Free of charge
Parks, playing fields and recreational facilities	Hard copy booking form	Free of charge
Seating, litter bins, clocks, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge

Newsletters	Delivered to all properties in the parish Website	Free of charge
-------------	--	----------------

Contact details for hard copy:-

The Town Clerk
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
E Sussex
BN10 7ES

Disbursement cost is 10p per black & white photocopy and actual cost of Royal Mail second class post.