

**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 | | |
| Annual Governance and Accountability Return | Hard copy Website | Disbursement cost |
| Finalised budget | Hard copy Website | Disbursement cost |
| Precept | Hard copy | Disbursement cost |
| Borrowing Approval letter | Hard copy | 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 | Hard copy | Disbursement |

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| meetings) | Website | cost |
| Agendas of meetings (as above) | Hard copy Website | Disbursement 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 | Disbursement cost |
| Responses to planning applications | Hard copy Website via minues | 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 (Scheme of Delegation) 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 Complaints procedures | Hard copy Website | Disbursement cost |
| Record management policies (records retention, destruction and archive) | Hard copy Website | Disbursement cost |
| Data Protections Policies | 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 | Disbursement cost |
| Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public) | | |
| Telscombe Civic Centre | Hard copy Website | Free of charge |

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| Parks and recreational facilities | Website | 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

Email: enquiries@telscombetowncouncil.gov.uk

Website: www.telscombetowncouncil.gov.uk

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