

Information available from CROWBOROUGH TOWN COUNCIL under the model publication scheme

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	10p per sheet
	Website	Free
Contact details for the Town Clerk and council members	Hard copy	10p per sheet
	Website	Free
Location of main council office and accessibility details	Hard copy	10p per sheet
	Website	Free
Staffing structure	Hard copy	10p per sheet
	Website	Free
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)		
Full accounts and audit report	Hard copy	10p per sheet
	Website	Free
Finalised budget	Hard copy	10p per sheet
	Website	Free
Precept	Hard copy	10p per sheet
	Website	Free
Borrowing Approval letter	Hard copy	10p per sheet
	Website	Free
Financial Standing Orders and Regulations	Hard copy	10p per sheet
	Website	Free
Grants given and received	Hard copy	10p per sheet
	Website	Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet
	Website	Free
Members' allowances and expenses	Hard copy	10p per sheet
	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections)		

Business Plan / Vision Document	Hard copy Website	10p per sheet Free
Annual report to Town Conference	Hard copy Website	Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	10p per sheet Free
Agendas of meetings (as above)	Hard copy Web site	10p per sheet Free
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	10p per sheet Free
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	10p per sheet Free
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy Web site	10p per sheet Free
Bye-laws	Hard copy	10p per sheet
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Web site	10p per sheet Free
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement 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)	Hard copy Web site	10p per sheet Free
Record management policies (records retention, destruction and archive)	Hard copy website	10p per sheet Free
Schedule of charges (for the publication of information)	Hard copy website	10p per sheet Free

All other policies	Hard copy website	10p per sheet Free
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	10p per sheet
Assets Register	Hard copy Web site	10p per sheet Free
Register of members' interests	Hard copy Web site	10p per sheet Free
Register of gifts and hospitality	Hard copy Web site	10p per sheet Free
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	10p per sheet
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy booking form/maps etc Web site	Free of charge Free
Burial grounds i.e maps and closed churchyards	Available for inspection	Free of charge
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 Hard copy	Free of charge 10p per sheet
Poster boards	Hard copy booking form	Free of charge
Bus shelters	Available for inspection	Free of charge

	Hard copy	10p per sheet
Newsletters	Delivered to all properties in the parish	Free of charge
Foreign Pension Signing		£10.00 per appointment and sign off.
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per sheet
	Web site	Free

Postage costs incurred. Actual cost of Royal Mail 2nd class.