

## FREEDOM OF INFORMATION ACT 2000

adopted by MALDON TOWN COUNCIL on MONDAY, 11<sup>th</sup> NOVEMBER, 2002

### FREEDOM OF INFORMATION ACT - NEW MODEL PUBLICATION SCHEME

## Information available from MALDON TOWN COUNCIL under the model publication scheme.

Contact details above, not open on Bank Holidays.

Please check with the office for the availability of the latest electronic copies of documents.

#### Information to be published:

[Class 1 - Who we are and what we do](#)

[Class 2 - What we spend and how we spend it](#)

[Class 3 - What our priorities are and how we are doing](#)

[Class 4 - How we make decisions](#)

[Class 5 - our policies and procedures](#)

[Class 6 - Lists and Registers](#)

[Class 7 - The services we offer](#)

[SCHEDULE OF CHARGES](#)

| <u>Information to be published</u>   | <u>How the information can be obtained</u>  | <u>Cost</u>  |
|--|---|--------------|
| <b><u>Class 1 - Who we are and what we do</u></b>  |   |              |
| (Organisational information, structures, locations and contacts)<br>This will be current information only.   |   |              |
| Who's who on the Council and its Committees.   | Web site, Noticeboards Town Council office. | Free         |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)).  | Web site, NoticeboardsTown Council office.  | Free         |
| Location of main Council office and accessibility details.   | Web site, Town Council office.              | Free         |
| Staffing structure.  | Town Council office.                        | Free         |
| <b><u>Class 2 - What we spend and how we spend it</u></b>  |   |              |
| (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum. |   |              |
| Annual return form and report by auditor.  | Hard copy from office.                      | 5p per sheet |

|   |                               |                     |
|---|-------------------------------|---------------------|
| <b>Finalised budget.</b>  | <b>Hard copy from office.</b> | <b>5p per sheet</b> |
| <b>Precept.</b>   | <b>Hard copy from office.</b> | <b>5p per sheet</b> |
| <b>Borrowing Approval letter.</b>                               | <b>Hard copy from office.</b> | <b>5p per sheet</b> |
| <b>Financial Standing Orders and Regulations.</b>               | <b>Hard copy from office.</b> | <b>5p per sheet</b> |
| <b>Grants given and received.</b>                               | <b>Hard copy from office.</b> | <b>5p per sheet</b> |
| <b>List of current contracts awarded and value of contract.</b> | <b>Hard copy from office.</b> | <b>5p per sheet</b> |
| <b>Members' allowances and expenses.</b>                        | <b>Hard copy from office.</b> | <b>5p per sheet</b> |

### **Class 3 - What our priorities are and how we are doing.**

(Strategies and plans, performance indicators, audits, inspections and reviews).

|   |  |                     |
|---|--|---------------------|
| <b>Parish Plan<br/>(current and previous year as a minimum).</b>  | <b>Free from office + postage.</b>                   |                     |
| <b>Annual Report to Parish or Community Meeting<br/>Distributed free to Maldon Town Council Tax Payers.<br/>(current and previous year as a minimum).</b> | <b>Extra copies,<br/>Free from office + postage.</b> |                     |
| <b>Quality status.</b>  | <b>Hard copy from office.</b>                        | <b>5p per sheet</b> |
| <b>Local charters drawn up in accordance with DCLG guidelines.</b>  | <b>Hard copy from office.</b>                        | <b>5p per sheet</b> |

### **Class 4 - How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year as a minimum.

|  |   |                     |
|--|---|---------------------|
| <b>Timetable of meetings<br/>(Council, any committee/sub-committee meetings and parish meetings).</b>                                | <b>Web site, notice boards</b>                |                     |
| <b>Agendas of meetings<br/>(as above).</b>   | <b>Web site, notice-boards, Town Library.</b> |                     |
| <b>Minutes of meetings<br/>(as above)<br/>NB. this will exclude information that is properly regarded as private to the meeting.</b> | <b>Hard copy from office.</b>                 | <b>5p per sheet</b> |
| <b>Reports presented to council meetings<br/>NB. this will exclude information that is properly regarded as private</b>              | <b>Hard copy from office.</b>                 | <b>5p per sheet</b> |

|                                     |                        |              |
|-------------------------------------|------------------------|--------------|
| to the meeting.                     |                        |              |
| Responses to consultation papers.   | Hard copy from office. | 5p per sheet |
| Responses to planning applications. | Hard copy from office. | 5p per sheet |
| Bye-laws -- none.                   |                        |              |

### 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 copies available from<br>Town Council office. | 5p per sheet |
| Committee and sub-committee terms of reference. |  |              |
| Delegated authority in respect of officers.     |  |              |
| Code of Conduct.                                |  |              |
| Policy statements.                              |  |              |

#### **Policies and procedures for the provision of services and about the employment of staff:**

|  |  |              |
|--|--|--------------|
| Internal policies relating to the delivery of services.  | Hard copies available from<br>Town Council office. | 5p per sheet |
| Equality and diversity policy.   |  |              |
| Health and safety policy.  |  |              |
| Complaints procedures<br>(including those covering requests for information and operating the publication scheme). |  |              |
| Recruitment policies (including current vacancies).  |  |              |
| Policies and procedures for handling requests for information.   |  |              |
| Information security policy.   |  |              |
| Records management policies<br>(records retention, destruction and archive).                                       |  |              |
| Data protection policies.  |  |              |
| Schedule of charges for the publication of information.  | Hard copy from office.                             | 5p per sheet |

### Class 6 - Lists and Registers

Currently maintained lists and registers only. All available by inspection At the Town Council office.

|  |  |  |
|--|--|--|
| Any publicly available register or list<br>(if any are held this should be publicised; in most circumstances existing access provisions will suffice). |  |  |
| Assets Register.   |  |  |
| Register of members' interests   |  |  |

Adopted 2<sup>nd</sup> February 2009

Reviewed: May 2019  
Next Review date: June 2020

## Register of gifts and hospitality.

### 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. Hard copy from office. 5p per sheet

Allotments.

Closed churchyards.

Town Council properties.

Public Gardens, open spaces and Floral Decorations.

Seating, litter bins, clocks, memorials and lighting.

Markets -- none.

Bus Shelters.

War memorial.

Public conveniences -- none.

Agency agreements -- none.

A summary of services for which the council is entitled to recover a fee, together with those fees - not relevant .

### SCHEDULE OF CHARGES

All hard copies charged as below unless free .

| <u>TYPE OF CHARGE</u> | <u>DESCRIPTION</u>                           | <u>BASIS OF CHARGE</u>                       |
|-----------------------|--|--|
| Disbursement cost.    | Photocopying @ 5p per sheet (black & white). | Actual cost                                  |
|                       | Photocopying @ 10p per sheet (colour).       | Actual cost                                  |
|                       | Postage.                                     | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee.        |  | In accordance with the relevant legislation. |