

# LEIGH-ON-SEA TOWN COUNCIL

## FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Information published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	Website Hard copy on request	Free 5p per A4 sheet
Contact details for Town Clerk and Council members (named contacts and council email address)	Website Hard copy on request	Free 5p per A4 sheet
Location of main Council office and accessibility details	Website There is full disabled access throughout the building	Free
Staffing structure	Website Hard copy on request	Free 5p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy on request	Free 5p per A4 sheet

Finalised budget	Website Hard copy on request	Free 5p per A4 sheet
Precept	Website Hard copy on request	Free 5p per A4 sheet
Borrowing Approval letter	Not currently available as no borrowing	
Financial Standing Orders and Regulations	Website Hard copy on request	Free 5p per A4 sheet
Grants given and received	Website Hard copy on request	Free 5p per A4 sheet
List of current contracts awarded and value of contract	Available electronically by request Hard copy on request	Free 5p per A4 sheet
Members' allowances and expenses	There are no members' allowances. Details of expenses available electronically by request Hard copy on request	Free 5p per A4 sheet
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	'Vision for Leigh' publication available as a hard copy on request. Action plans on website. Hard copy on request.	5p per A4 sheet
Annual Report to Town Electors' Meeting (current and previous year as a minimum)	Website Hard copy on request	Free

		5p per A4 sheet
Quality status	Website Hard copy on request	Free 5p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Not available	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		Free 5p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 5p per A4 sheet
Agendas of meetings (as above)	Website Hard copy on request LTC noticeboards	Free 5p per A4 sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Responses to consultation papers	Website Hard copy on request	Free 5p per A4 sheet
Responses to planning applications	Website Hard copy on request	Free 5p per A4 sheet
Bye-laws	Not available	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		Free 5p per A4 sheet

<p>Policies and procedures for the conduct of council business</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Staff Handbook including Equality and diversity policy 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)</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Not available</p>	
<p>Data protection and Information Security policies including privacy notices</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held)</p>	<p>Where applicable Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Assets register</p>	<p>Website Hard copy on request</p>	<p>Free</p>

		5p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy on request	5p per A4 sheet
Register of members' interests	Website Hard copy on request	Free 5p per A4 sheet
Register of gifts and hospitality	Only available for inspection by visiting the Town Council Office	
<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Website Hard copy on request	Free 5p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Electronically by request Hard copy on request	Free 5p per A4 sheet
Parks, playing fields and recreational facilities	Electronically by request Hard copy on request	Free 5p per A4 sheet
Seating, litter bins, clocks, notice boards, memorials and lighting	Electronically by request Hard copy on request	Free 5p per A4 sheet
Markets	Electronically by request Hard copy on request	Free 5p per A4 sheet
Public conveniences	Not applicable	
Agency agreements	Electronically by request Hard copy on request	Free 5p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

<b>Additional Information available</b>		
Town magazine – LTC News	Delivered to LTC electors Website Available LCC	Free
Links to Local Organisations	Website	

Information will be published if it is available/when it becomes available.

**Contact details:**

**Helen Symmons**

**Town Clerk**

**Leigh-on-Sea Town Council**

**Tel: 01702 716288**

**Email: [council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk)**

**Website: [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ p. per sheet (black & white)	Actual cost 5p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Document reviewed: ACM May 2018

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