

## Information available from Canvey Island Town Council under the Publication Scheme

APPENDIX E

Information to be 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) <b>This will be current information only</b></p>		
Who's who on the Council and its Committees	Website, newsletters, and notice boards Hard copy from Council office	FOC 10p per sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletters, and notice boards Hard copy from Council office	FOC 10p per sheet
Location of main Council office and accessibility details	Website, newsletters, and notice boards	FOC
Staffing structure	Website Hard copy from Council office	FOC 10p per 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) <b>Current and previous financial year as a minimum</b></p>		
Annual Return & report by Auditor	Website Hard copy from Council office	FOC 10p per sheet
Finalised budget	Website Hard copy from Council office	FOC 10p per sheet
Precept	Website Hard copy from Council office	FOC 10p per sheet
Borrowing-Approval letter	N/a	
Financial Standing Orders and Regulations	Website Hard copy from Council office	FOC 10p per sheet

Grants given and received	Website Hard copy from Council office	FOC 10p per sheet
Expenditure over £500.00	Website	FOC
List of current contracts awarded and value of contract (inc contracts exceeding £5,000)	Hard copy from Council office	10p per sheet
Members' allowances and expenses	Hard copy from Council office	10p per sheet
Tenders/Procurement	Website Hard copy from Council office	FOC 10p per sheet
<b>Class 3 – What our priorities are and how we are doing.</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del>	N/a	
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard copy from Council office	FOC 10p per sheet
Quality Status	Hard copy from Council office	10p per sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>	N/a	
<b>Class 4 – How we make decisions.</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website, notice boards and newsletters. Hard copy from Council office	FOC 10p per sheet
Agendas of meetings (as above)	Website, <b>notice boards</b> , Council Office Window and Library Hard copy from Council Office	FOC FOC FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Council Office	FOC 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Council Office	10p per sheet
Responses to consultation papers	Website - Minutes Hard copy from Council Office	FOC 10p per sheet

Responses to planning applications	Website (Minutes)	FOC
Bye laws	Website Hard copy from Council Office	FOC 10p per sheet
Officer decisions under delegated authority	Library (part of agenda) Hard copy from Council Office (Officer Reports)	FOC 10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities) - <b>Current information only.</b>		
Policies and procedures for the conduct of council business Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy from Council Offices	FOC 10p per sheet
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services. Equality and diversity policy Health and safety policy Recruitment/Training policies (including current vacancies) Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy from Council Office	FOC 10p per sheet
Information security policy	Website Hard copy from Council Office	FOC 10p per sheet
Records management policies (records retention, destruction, and archive)	Hard copy from Council Office	10p per sheet
Data Protection/General Data Protection policies	Website Hard copy from Council Office	FOC 10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy from Council Office	FOC 10p per sheet



<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	<p>(some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p><b>Website</b> Where applicable, hard copy from Council Office</p>	<p><b>FOC</b> 10p per sheet</p>
<p>Assets Register</p>	<p>Hard copy from Council office</p>	<p>FOC</p>
<p>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)</p>	<p>Hard copy from Council Office</p>	<p>10p per sheet</p>
<p>Register of members' interests</p>	<p>Website</p>	<p>FOC</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy from Council office</p>	<p>10p per sheet</p>
<p>Register of land/leases</p>	<p>Hard copy from Council office</p>	<p>10p per sheet</p>
		<p>FOC</p>
<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) <b>Current information only</b></p>	<p>(some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website</p>	<p>FOC</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy from Council Office</p>	<p>10p per sheet</p>
<p>Seating, litter bins, memorials, and lighting</p>	<p>Website</p>	<p>FOC</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy from Council Office</p>	<p>10p per sheet</p>
<p><b>Additional Information</b></p>	<p>Website</p>	<p>FOC</p>
<p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above.</p>	<p>Hard copy from Council Office</p>	<p>10p per sheet</p>
<p>Council Newsletter</p>	<p>Hard copy from Council office</p>	<p>FOC</p>
<p>Annual Report</p>	<p>Website</p>	<p>FOC</p>

Town Guide	Hard copy from Council office	10p per sheet
Members Remuneration Scheme	Website	FOC
Grant Application Criteria	Hard copy from Council office	FOC
Annual Community Award Criteria	Website	FOC
Heritage Plaque Scheme	Hard copy from Council office	FOC
	Hard copy from Council office	FOC
	Website	FOC
	Hard copy from Council office	FOC
<b>Business and Action Plan</b>	Website	FOC
	Hard copy from Council office	FOC
<b>Budget Forecast</b>	Website	10p per sheet
	Hard copy from Council office	FOC
<b>Band Stand Hire Criteria/Application</b>	Website	FOC
	Hard copy from Council office	FOC
<b>Community Special Scheme Application</b>	Website	FOC

**Contact details:**

Town Clerk, Canvey Island Town Council, 11 High Street, Canvey Island, Essex SS8 7RB  
Telephone 01268 683965

E-mail: [clerk@canveyisland-tc.gov.uk](mailto:clerk@canveyisland-tc.gov.uk)

Website: [www.canveyisland-tc.gov.uk](http://www.canveyisland-tc.gov.uk)

**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority