Information available from Canvey Island Town Council under the Freedom of Information Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do. (Organisational information, structures, locations, and contacts) **This will be current information only**		
List of Council Members 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
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) **Current and previous financial year as a minimum**		
Annual Return & Internal Auditor report	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

Updated April 2026 – next review date April 2028 or when regulations change.

Grants given and received	Website Hard copy from Council office	FOC 10p per sheet
Expenditure over £500.00	Website Hard copy from Council office	FOC 10p per sheet
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
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews)		
Annual Governance Statement	Website Hard copy from Council office	FOC 10p per sheet
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
~~Local charters drawn up in accordance with DCLG guidelines~~	N/a	
Class 4 – How we make decisions. (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, notice boards, Council Office Window and Library Hard copy from Council Office	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.	Website – Published agenda 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	Website - Minutes Hard copy from Council Office (Officer Reports)	FOC 10p per sheet
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 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 (data sharing & CCTV)	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

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

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

Contact details:
Town Clerk, Canvey Island Town Council, Paddocks Community Centre, Long Road, Canvey Island, Essex, SS8 0JA
Telephone 01268 683965
E-mail: clerk@canveyisland-tc.gov.uk
Website: www.canveyisland-tc.gov.uk

SCHEDULE OF CHARGES

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

* the actual cost incurred by the public authority