

SHERINGHAM TOWN COUNCIL
FREEDOM OF INFORMATION ACT
MODEL PUBLICATION SCHEME

Approved and adopted by Sheringham Town Council on
23rd October 2012
3rd November 2015

Information available from Sheringham Town Council under the model publication scheme

NOTE: *Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.
The Clerk's contact details are also on Page 7.*

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	See costs on Page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees	Council member's details are available from the Clerk at the Town Hall and on the website.	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk's contact details are on Page 7. Council members' details hard copy at the Town hall and on the website	
Location of main Council office and accessibility details	Town Hall, Church Street, Sheringham – Office open Mondays, Wednesdays and Fridays 9.30am to 12.30pm	
Staffing structure	The Clerk, Deputy Clerk, Clerical Assisstant, Maintenance Technician, Temporary M. Tech Assistant, Town Hall Cleaner and Three Cleaner/Keyholders at Community Centre, town clock Assistant.	

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	(hard copy and/or website)	See costs on Page 7 for hard copies of documents in Class 2
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy or email	
Precept	Hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy or email	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	See costs on Page 7 for hard copies of documents in Class 3
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy	
Quality status	N/A	
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	(hard copy or website)	See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and email	
Agendas of meetings (as above)	Hard Copy and email	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, email and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy.	
Responses to consultation papers	See Minutes	
Responses to planning applications	Hard Copy	
Bye-laws	Hard Copy	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	See costs on Page 7 for hard copies of documents in Class 5
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	Hard Copy Hard Copy Hard Copy Hard Copy Hard Copy	

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 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 Hard Copy Hard Copy Not available Freedom of Information details available - Hardcopy Hardcopy	
Information security policy	Specified in Risk Assessments – hard copy	
Records management policies (records retention, destruction and archive)	Hard Copy	
Data protection policies	Hard Copy will be provided,	
Schedule of charges (for the publication of information)	See Page 7	

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard Copy	
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)	N/A	
Register of members' interests	Via Clerk for inspection only	
Register of gifts and hospitality	Via Clerk for inspection only	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>See costs on Page 7 for hard copies of documents in Class 7</p>
Allotments	No publication. Contact Clerk for information.	
Burial grounds and closed churchyards	No publication. Contact Clerk for information	
Community centres and village halls	No publication. Contact Clerk for information.	
Parks, playing fields and recreational facilities	No publication. Contact Clerk for information.	
Seating, litter bins, clocks, memorials and lighting	No publication. Contact Clerk for information.	
Bus shelters	No publication. Contact Clerk for information.	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	No publication. Contact Clerk for information.	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: Town Clerk, Denise Medler, Town Hall, Church Street, Sheringham, NR26 8QS
Tel: 01263 822213
Email: shercouncil@btconnect.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority