

Information available from Faversham Town Council under the Freedom of Information Act Model Publication Scheme



This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p> | (hard copy or website) | |
| <p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | <p>Website</p> <p>Website</p> | |

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|---|------------------------|--|
| Postal and email address | Website | |
| Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses | Website Website | |
| Location of main Council office and accessibility details | Website | |
| Staffing structure | Website | |
| Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | (hard copy or website) | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Website | |
| Finalised budget | Website | |
| Precept | Website | |
| Borrowing Approval letter | Website | |
| All items of expenditure above £100 | Website | |
| Financial Standing Orders and Regulations | Website | |
| Grants given and received | Website | |
| List of current contracts awarded and value of contract | Hard copy | |
| Members' allowances and expenses | Not held | |

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| <p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | (hard copy or website) | |
| Annual governance statement in format included in the Annual Return form | Website | |
| Neighbourhood Plan | Website | |
| Annual Report to Town Meeting | Website | |
| Quality status | Website | |
| Local charters drawn up in accordance with DLUHC’s guidelines | | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Not held | |
| <p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | (hard copy or website) | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website | |
| Agendas of meetings (as above) | Website | |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Website | |

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| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Website | |
| Responses to consultation papers | Not held | |
| Responses to planning applications | Website | |
| Bye-laws | Not held | |
| <p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | (hard copy or website) | |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> | |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information | <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> | |

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| <ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) | Website | |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p> | Website | |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p> | (hard copy or website; some information may only be available by inspection) | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | | |
| Assets register, including details of public land and building assets | Hard copy | |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Hard copy | |
| Register of members' interests | Website | |
| Register of gifts and hospitality | Hard copy | |

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| <p>Class 7 – The services we offer</p> <p>(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> | |
| Allotments | Website | |
| Burial grounds and closed churchyards | Not held | |
| Community centres and village halls | Not held | |
| Parks, playing fields and recreational facilities | Not held | |
| Seating, litter bins, clocks, memorials and lighting | Not held | |
| Bus shelters | Not held | |
| Markets | Not held | |
| Public conveniences | Not held | |
| Agency agreements | Not held | |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Not held | |
| <p>Additional Information</p> <p>Information not itemised in the lists above</p> | | |
| | Not held | |

Contact Details

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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 @ ..p per sheet (black & white) | Actual cost * |
| | Photocopying @ ..p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |

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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
| | | |

* the actual cost incurred