

PUBLICATION SCHEME

Adopted Version 3.0: September 2023
Reviewed: June 2024
Next Review: June 2025

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)	
List of Council members and their responsibilities as well a list of Council Committees	Website	

Details of any representation on local public bodies	Website	
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	

<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	

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>	

<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	

<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

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

* the actual cost incurred