

Information available from Canvey Island Town Council under the model publication scheme

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) This will be current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>Council website, newsletters and noticeboards</p> <p>Hard copy from Council office</p>	<p>FOC</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Council website, newsletters and noticeboards</p> <p>Hard copy from Council office</p>	<p>FOC</p>
<p>Location of main Council office and accessibility details</p>	<p>Council website, newsletters and noticeboards</p> <p>Hard copy from Council</p>	<p>FOC</p>

	office	
Staffing structure	Council website Hard copy from Council office	FOC
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 form and report by auditor	Hard copy from Council office	10p per sheet
Finalised budget	Council website Hard copy from Council office	FOC 10p per sheet
Precept	Council website Hard copy from Council office	FOC 10p per sheet
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Council website Hard copy from Council office	FOC 10p per sheet
Grants given and received	Council website	FOC

	Hard copy from Council office	10p per sheet
List of current contracts awarded and value of contract	Hard copy from Council office	10p per sheet
Members' allowances and expenses	Hard copy from Council office	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/a	
Annual Report to Town Meeting (current and previous year as a minimum)	Council website Hard copy from Council office	FOC 10p per sheet
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Council website and noticeboards Hard copy from Council office	FOC
Agendas of meetings (as above)	Website, Council Office Window and Library	FOC

	Hard copy from Council Office	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	FOC
	Hard copy from Council Office	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	FOC
	Hard copy from Council Office	10p per sheet
Responses to planning applications	Website (Minutes)	FOC
	Hard copy from Council Office	10p per sheet
Bye-laws	N/a	
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:	Website	FOC
Procedural standing orders	Hard Copy from Council	10p per

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Offices	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 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)	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 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

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)	Where applicable, hard copy from Council Office	10 p per sheet
Assets Register	Hard copy from Council Office	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	Hard copy from Council office	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
Burial grounds and closed churchyards	N/a	

Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		FOC
Markets		
Public conveniences		
Agency agreements		
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 and Annual report	Website Hard copy from Council office	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

Website: www.canveyisland-tc.gov.uk

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority