



Seaton Town Council Constitution

Chapter 13 Publication Scheme

Reviewed - May 2017

Seaton Town Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<i>Class 1 – Who are we and what we do (organisational information, structures, locations and contacts)</i>		
Who's who on the Council and its Committees	Hard Copy and website	N/A
Contact details for the Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and website	N/A
Location of main Council office and accessibility details	Hard Copy and website	N/A
Staffing structure	Hard Copy and website	N/A
<i>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)</i>		
Annual return form and report by auditor	Hard Copy	3p per sheet
Finalised budget	Hard Copy	3p per sheet
Precept	Hard Copy	3p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy	3p per sheet
Grants given and received	Hard Copy	3p per sheet
List of current contracts awarded and value of contract	Hard Copy	3p per sheet
Members' allowances and expenses	Hard Copy	3p per sheet
<i>Class 3 – What our priorities are and how we are doing (strategies, plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (current and previous year as a minimum)	N/A	N/A

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and website	N/A
Local Council Award Scheme	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<i>Class 4 – How we make decisions (decision making process and records of decisions)</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and website	3p per sheet
Agendas of meetings (as above)	Hard Copy and website	3p per sheet
Minutes of meetings (as above) note this will exclude information that is properly regarded as private to the meeting	Hard Copy and website	3p per sheet
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard Copy	3p per sheet
Responses to consultation papers	Hard Copy	3p per sheet
Responses to planning applications	Hard Copy	3p per sheet
Bye-laws	N/A	N/A
<i>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy & website	3p per sheet
Committee and sub-committee terms of reference	Hard copy & website	3p per sheet
Delegated authority in respect of officers	Hard copy & website	3p per sheet

Information to be published	How the information can be obtained	Cost
Code of Conduct	Hard copy & website	3p per sheet
Policy statements	Hard copy & website	3p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy & website	3p per sheet
Equality and diversity policy	Hard copy & website	3p per sheet
Health and safety policy	Hard copy & website	3p per sheet
Recruitment policies (including current vacancies)	Hard copy & website	3p per sheet
Policies and procedures for handling requests for information	Hard copy & website	3p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy & website	3p per sheet
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	Hard copy & website	3p per sheet
Schedule of charges (for the publication of information)	Hard copy & website	3p per sheet
<i>Class 6 – Lists and Registers (currently maintained lists and registers only)</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	3p per sheet
Assets Register	Hard Copy	3p per sheet

Information to be published	How the information can be obtained	Cost
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	3p per sheet
Register of members' interests	Hard Copy & website	3p per sheet
Register of gifts and hospitality	Hard Copy	3p per sheet
<i>Class 7 – The services we offer (information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses</i>		
Allotments	Hard Copy	3p per sheet
Cliff Field Gardens	Hard Copy	3p per sheet
Elizabeth Road Play Area	Hard Copy	3p per sheet
Marshlands	Hard Copy & website	3p per sheet
Seaton Down Hill	Hard Copy	3p per sheet
Underfleet Play Area	Hard Copy	3p per sheet