

LOUGHTON TOWN COUNCIL
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME

Revised May 2005

Information	Method of access	Chargeable
CORE CLASSES OF INFORMATION		
1 Council Internal Practice and Procedure		
Minutes of all council, committee and sub-committee meetings	Inspection at Town Council office	No
	Inspection at Debden and Loughton libraries	No
	Collection in person of hard copy from Town Council office (last meeting only)	No
	Collection in person of hard copy from Town Council office (meetings except the last meeting)	Yes
	Hard copy posted from Town Council office	Yes
Minutes of all council, committee and sub-committee meetings except for 1996-1997	Town Council website	No
Minutes of Annual Town Meeting	Inspection at Town Council office	No
	Collection in person of hard copy from Town Council office (last meeting only)	No
	Collection in person of hard copy from Town Council office (meetings except the last meeting)	Yes
	Hard copy posted from Town Council office	Yes
Standing Orders (including Terms of Reference of committees) & Financial Regulations	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
Agendas (excluding confidential information) for council, committee and sub-committee meetings	Inspection at Town Council office	No
	Inspection at Debden and Loughton libraries	No
	Collection in person of hard copy from Town Council office (forthcoming/immediate meeting only)	No
	Collection in person of hard copy from Town Council office (meetings except the forthcoming/immediate meeting)	Yes

	Hard copy posted from Town Council office	Yes
	Town Council website (forthcoming/immediate meeting only)	No
Annual Report to Town Meeting – most recent only	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
Publication Scheme	Inspection at Town Council office	No
	Collection in person of hard copy from Town Council office	No
	Hard copy posted from Town Council office	Yes
	Town Council website	No
3 Parish Ward Boundaries		
Plan of parish ward boundaries	Inspection at Town Council office	No
4 Planning Documents		
Responses to planning applications considered by the Town Council within the last 2 years	Inspection at Town Council office	No
5 Audit and Accounts		
End of year accounts	Inspection at Town Council office	No
	Inspection at Debden and Loughton libraries (last year only)	No
	Hard copy from Town Council office	Yes
Assets Register (properties)	Inspection at Town Council office	No
Cash book, bank statements, precept request, VAT records, Register of Members' allowances	Inspection at Town Council office	No
Current fees and charges applied by the Town Council	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
6 Employment Practice and Procedure		
Health and Safety Policy; Disciplinary and Grievance Procedures; Training Policy; Staff Establishment, Filling of Vacancies and Recruitment Policy; Employment of Ex-Offenders Policy and Disclosure Security Policy	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
OPTIONAL CLASSES OF INFORMATION		

Community Gain from Major Developments Policy	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
Members' Remuneration Scheme	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
Byelaws made by the Town Council	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
Council newsletter, current edition only (if still available previous editions may be obtained as for current edition)	Inspection at Town Council office	No
	Collection in person of hard copy from Town Council office	No
	From Debden and Loughton libraries	No
	Hard copy posted from Town Council office	Yes
	Town Council website	No
Allotments (sites in direct Town Council control) – plan	Inspection at Town Council office	No
standard tenancy agreement	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
Burial ground – plan	Inspection at Town Council office	No
general conditions	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
Sports facilities – conditions of hire	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
Community halls – conditions of hire	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
Millennium Remembrance Grove Book of Dedications	Inspection at Town Council office	No
Criteria for granting Heritage Plaques	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes
	Town Council website	No
Scheme for granting financial assistance	Inspection at Town Council office	No
	Hard copy from Town Council office	Yes (except for applicants to the scheme)
	Town Council website	No

Note: references to documents and publications held by Loughton and Debden libraries are available as long as the libraries choose to retain them.

Charges

Where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should refer to the Town Council office for current figures.

Charges include postage within the UK. Payment must accompany the request for information.