

INFORMATION AVAILABLE FROM LOUGHTON TOWN COUNCIL UNDER THE PUBLICATION SCHEME

Please note, we aim to deal with all written requests for information promptly. However, under the legislation you should allow up to 20 working days for the response, counting the first working day after the request is received as the first day.

| Information to be published | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Website, newsletter and noticeboards. Hardcopy from Town Council offices | FOC 60p/sheet |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website, newsletter and noticeboards. Hardcopy from Town Council offices | FOC 60p/sheet |
| Location of main Council office and accessibility details | Website, newsletter and noticeboards | FOC |
| Staffing structure | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| 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 | (hard copy and/or website) | |
| Annual return form and report by auditor | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Finalised budget | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Precept | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Borrowing Approval letter | Hardcopy from Town Council offices | 60p/sheet |
| Financial Standing Orders and Regulations | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Grants given and received | Website Hardcopy from Town Council offices | FOC 60p/sheet |

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| List of current contracts awarded and value of contract | Hardcopy from Town Council offices | 60p/sheet |
| Members' allowances and expenses | Website, newsletter and noticeboards Hardcopy from Town Council offices | FOC 60p/sheet |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | N/A | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website and newsletter Hardcopy from Town Council offices | FOC 60p/sheet |
| Quality status | Hardcopy from Town Council offices | 60p/sheet |
| Local charters drawn up in accordance with DCLG guidelines | Hardcopy from Town Council offices | 60p/sheet |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website, newsletter and noticeboards Hardcopy from Town Council offices | FOC 60p/sheet |
| Agendas of meetings (as above) | Website and libraries Hardcopy from Town Council offices | FOC |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website and libraries Hardcopy from Town Council offices | FOC |
| Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting. | Website and libraries Hardcopy from Town Council offices | FOC 60p/sheet |
| Responses to consultation papers | Website and libraries Hardcopy from Town Council offices | FOC 60p/sheet |
| Responses to planning applications | Website and libraries Hardcopy from Town Council offices | FOC 60p/sheet |
| Bye-laws | Hardcopy from Town Council offices | 60p/sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | |

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| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website Hardcopy from Town Council offices | FOC 60p/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 Hardcopy from Town Council offices | FOC 60p/sheet |
| Information security policy | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Records management policies (records retention, destruction and archive) | Hardcopy from Town Council offices | 60p/sheet |
| Data protection policies | Hardcopy from Town Council offices | 60p/sheet |
| Schedule of charges (for the publication of information) | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; 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, hardcopy from Town Council offices | 60p/sheet |
| Assets Register | Website Hardcopy from Town Council offices | FOC 60p/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) | Hardcopy from Town Council offices | 60p/sheet |
| Register of members' interests | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Register of gifts and hospitality | Website Hardcopy from Town Council offices | FOC 60p/sheet |

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| 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 | (hard copy or website; some information may only be available by inspection) | |
| Allotments | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Burial grounds and closed churchyards | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Community centres and village halls | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Parks, playing fields and recreational facilities | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Seating, litter bins, clocks, memorials and lighting | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Bus shelters | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Parish Ward Boundaries | Inspection at Town Council offices | |
| Employment practice and procedure | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Members' Remuneration Scheme | Website Hardcopy from Town Council offices | FOC 60p/sheet |
| Council Newsletter | Website Hardcopy from Town Council offices | FOC |
| Millennium Remembrance Grove Book of Dedication | Inspection at Town Council offices | FOC |
| Scheme for granting financial assistance | Website or hardcopy from Town Council offices | FOC |
| Annual citizenship awards criteria | Website or hardcopy from Town Council offices | FOC |
| Heritage Plaques criteria | Website Hardcopy from Town Council offices | FOC |

Contact details:

Mark Squire, Town Clerk
Loughton Town Council
1 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ or

contact@loughton-tc.gov.uk

SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 60p per sheet (black & white) | Actual cost * |
| | Photocopying @ 60p per sheet (colour) | 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

Originally agreed 19 November 2008

This policy was reviewed by the Resources and General Services Committee on 27 June 2023.

Further review June 2026.