

## 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
<b>Class 1 - Who we are and what we do</b> (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
<b>Class 2 – What we spend and how we spend it</b> (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

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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	Website and newsletter Hardcopy from Town Council offices	FOC 60p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hardcopy from Town Council offices	60p/sheet
<b>Class 4 – How we make decisions</b> (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)	(hard copy or website)	
Agendas of meetings (as above)	Website, newsletter and noticeboards Hardcopy from Town Council offices	FOC 60p/sheet
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
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
	(hard copy or website)	

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
<b>Class 6 – Lists and Registers</b> 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

<b>Class 7 – The services we offer</b> (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
<b>Additional Information</b>		
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  
Loughton Library & Town Hall  
Traps Hill  
Loughton  
Essex IG10 1HD or [contact@loughton-tc.gov.uk](mailto: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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 60p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Originally agreed 19 November 2008  
Last review of charging rates December 2015  
To be reviewed April 2019