

Information available from South Woodham Ferrers Town Council under the model 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
Class 1 – Who we are and what we do Organisational information, structures, locations and contracts: (This will be current information only)	Website Hard copy from Town Council office	Free
Who is on the Council and its Committees	Website/Noticeboards Hard copy from Town Council office	Free
Contact details for the Town Clerk and Council members (named contact where possible with telephone number and email address if used)	Website/Noticeboards Hard copy from Town Council office	Free
Location of main Council office and accessibility details	Website	Free
Staffing	Hard copy from Town Council office	Free
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	Website Hard copy from Town Council office	Free
Actual return form and report by auditor	Website Hard copy from Town Council office	Free
Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	Hard copy from the Town Council office	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
A Plan for South Woodham Ferrers	Website Had copy from Town Council office	Free
Annual Town Council Reports	Website Hard copy from Town Council office	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and Committee meetings)	Website Hard copy from Town Council office	Free

Agendas of meetings (as above)	Website/Library/Noticeboards Hard copy from Town Council office	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	Website/Library Hard copy from Town Council office	Free
Reports presented to Council and Committee meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard copy from Town Council office	Free
Responses to consultation papers	Hard copy from Town Council office	Free
Responses to planning applications Bye-laws	Hard copy from Town Council office	Free
Class 5 – Our Policies and Procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and Sub-Committee Terms of Reference Code of Conduct Policy and Protocol statements Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services including <ul style="list-style-type: none"> • Equality and diversity policy • Recruitment policies (including current vacancies) 	Hard copy from Town Council office	Free
Health and Safety Policy Complaints procedure (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Disaster Recovery Plan Policies and procedures for handling requests for information Schedule of charges (for the publication of information)	Hard copy from Town Council office	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register Disclosure log Register of members' interests Register of gifts and hospitality	Hard copy from Town Council office	Free
Class 6 - The services we offer		
Current information only		
Garden of Remembrance Champions Manor Hall Community Centre Woodham Fenn Allotments	Website/Hard copy from Town Council office	Free

Village Hall Playground/Blue Cage Bandstand	Website	Free
Seating, litter bins, memorials, bus shelters	Hard copy from Town Council office	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees (i.e. Garden of Remembrance fess)	Hard copy from Town Council office	Free
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Ward boundaries	Hard copy from Town Council office	Free
Employment practice procedure	Hard copy from Town Council office	Free
Members Remuneration Scheme	Hard copy from Town Council office	Free
Scheme for granting financial assistance	Hard copy from Town Council office	Free
Distinguished Honours Award scheme criteria	Hard copy from Town Council office	Free

Contact details:

Requests for hard copies can be made to:

The Town Clerk, South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ

Website address: www.southwoodhamferrersstc.gov.uk

T: 01245 429441

E: karen@southwoodhamferrersstc.gov.uk

Schedule of Charges:

There will be no charge for any document which is 20 sheets or less. Any document that exceeds 20 sheets will be charged at 5p per copy for sheets exceeding 20. 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 @5p per A4 sheet (black & white)	Actual cost
	Photocopying @10p per A3 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Act	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above	

Responsible Officer	Town Clerk	Date effective	February 2019	Review date	February 2020
----------------------------	------------	-----------------------	---------------	--------------------	---------------



SOUTH WOODHAM FERRERS
TOWN COUNCIL

		from			
--	--	-------------	--	--	--