

## Information available from Canvey Island Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)  <b>This will be current information only</b></p>		
Who's who on the Council and its Committees	Council website, newsletters and notice boards  Hard copy from Council office	FOC
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Council website, newsletters and notice boards  Hard copy from Council office	FOC
Location of main Council office and accessibility details	Council website, newsletters and notice boards  Hard copy from Council office	FOC
Staffing structure	Council website  Hard copy from Council office	FOC

<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) <b>Current and previous financial year as a minimum</b>		
Annual Return & report by Auditor	Council website Hard copy from Council office	FOC 10p per sheet
Finalised budget	Council website Hard copy from Council office	FOC 10p per sheet
Precept	Council website Hard copy from Council office	FOC 10p per sheet
<del>Borrowing Approval letter</del>	N/a	
Financial Standing Orders and Regulations	Council website Hard copy from Council office	FOC 10p per sheet
Grants given and received	Council website Hard copy from Council office	FOC 10p per sheet
Expenditure over £500.00	Council website Hard copy from Council office	FOC 10p per sheet
List of current contracts awarded and value of contract	Council website Hard copy from Council office	FOC 10p per sheet
Members' allowances and expenses	Hard copy from Council office	10p per sheet
Tenders/Procurement	Council website Hard copy from Council office	FOC 10p per 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)	N/a	
Annual Report to Town Meeting (current and previous year as a minimum)	Council website Hard copy from Council office	FOC 10p per sheet
Quality Status	Council website Hard copy from Council office	FOC 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/a	
<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)	Council website and notice boards Hard copy from Council office	FOC
Agendas of meetings (as above)	Website, Council Office Window and Library Hard copy from Council Office	FOC FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Council Office	FOC 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Council Office	10p per sheet
Responses to consultation papers	Website - Minutes Hard copy from Council Office	FOC 10p per sheet

Responses to planning applications	Website (Minutes)	FOC
Bye laws	Website	FOC
	Hard copy from Council Office	10p per sheet
Officer decisions under delegated authority	Website (Minutes)	FOC
	Hard copy from Council Office (Officer Reports)	10p per sheet
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Current information only</b>		
Policies and procedures for the conduct of council business:	Website	FOC
Procedural standing orders	Hard Copy from Council Offices	10p per sheet
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Website	FOC
Internal policies relating to the delivery of services	Hard copy from Council Office	10p per sheet
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)		
Information security policy	Website Hard copy from Council Office	FOC 10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy from Council Office	10p per sheet
Data Protection/General Data Protection policies	Website Hard copy from Council Office	FOC 10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy from Council Office	FOC 10p per sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(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, hard copy from Council Office	10 p per sheet
Assets Register	Website Hard copy from Council office	FOC 10p per 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)	Hard copy from Council Office	10p per sheet
Register of members' interests	Website Hard copy from Council office	FOC 10p per sheet
Register of gifts and hospitality	Hard copy from Council office	10p per sheet

<p><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)  <b>Current information only</b></p>	(some information may only be available by inspection)	
Allotments	Website Hard copy from Council Office	FOC 10p per sheet
Parks, playing fields and recreational facilities	Website Hard copy from Council Office	FOC 10p per sheet
Seating, litter bins, memorials and lighting	Website Hard copy from Council Office	FOC 10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from Council office	FOC
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Council Newsletter and Annual report	Website Hard copy from Council office	FOC FOC
Annual Report	Website Hard copy from Council office	FOC 10p per sheet
Town Guide	Website Hard copy from Council office	FOC FOC

## Contact details:

Town Clerk, Canvey Island Town Council, 11 High Street, Canvey Island, Essex SS8 7RB  
Telephone 01268 683965

E-mail: [clerk@canveyisland-tc.gov.uk](mailto:clerk@canveyisland-tc.gov.uk)

Website: [www.canveyisland-tc.gov.uk](http://www.canveyisland-tc.gov.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	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