



Appendix 4(ii)(b)
Information available from New Romney Town Council under
the
Model Publication Scheme
(As per the Freedom of Information Act)



Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	Per A4 Page
Who's who on the Council and its Committees	Hard Copy On Website	10p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy On Website	10p Free
Location of main Council office and accessibility details	Hard Copy On Website	10p Free
Staffing structure	Hard Copy On Website	10p 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	(hard copy and/or website)	

Annual return form and report by auditor	Hard Copy On Website	10p Free
Finalised budget	Hard Copy	10p
Precept	Hard Copy	10p
Borrowing Approval letter	Hard Copy	10p
Financial Standing Orders and Regulations	Hard Copy On Website	10p Free
Grants given and received	Hard Copy	10p
List of current contracts awarded and value of contract	Hard Copy	10p
Members' allowances and expenses NB: New Romney Town Council does not pay the Basic Members' Allowance		
Income and Expenditure Accounts	Hard Copy On Website	10p Free
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/Neighbourhood Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy On Website	10p Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
NB: New Romney Town Council has not developed a Neighbourhood Plan, does not have Quality Council Status and does not have any local charters drawn up in accordance with the Department of Communities and Local Government guidelines.		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy On Website	10p Free
Agendas of meetings (as above)	Hard Copy On Website	10p Free
Minutes of meetings (as above) –NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy On Website	10p Free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy On Website	10p Free
Responses to consultation papers	Hard Copy	10p
Responses to planning applications	Hard Copy	10p
Bye-laws —NB New Romney Town Council has not made any bye-laws, but details of those in operation within the Town and Coastal areas of New Romney can be obtained from Folkestone & Hythe District Council.		
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)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard Copy On Website	10p Free
Committee and sub-committee terms of reference	Hard Copy On Website	10p Free
Delegated authority in respect of Officers and Councillors	Hard Copy	10p
Code of Conduct	Hard Copy On Website	10p Free
Policy statements	Hard Copy	10p

	On Website	Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy	10p
Equality and diversity policy (Equality Information / Equality Objectives)	Hard Copy	10p
Health and Safety policy	On Website	Free
Recruitment policies (including current vacancies, Equality Statement & Equal Pay Policy)	Hard Copy	10p
	On Website	Free
Policies and procedures for handling requests for information	Hard Copy	10p
	On Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10p
	On Website	Free
Information security policy	Hard Copy	10p
	On Website	Free
Records management policies (records retention, destruction and archive)	Hard Copy	10p
	On Website	Free
Data Protection policies	Hard Copy	10p
	On Website	Free
Schedule of charges (for the publication of information)	On Website	Free
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Inspection Only	N/A

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) NB Not held by New Romney Town Council	Inspection Only	N/A
Register of Members' Interests	Inspection Only On Website	N/A Free
Register of gifts and hospitality	Inspection Only	N/A
Electoral Roll for New Romney's Two Wards	Restricted access only for specific purposes	N/A
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 – Terms and Conditions of Hire	Hard Copy On Website	Free Free
Burial grounds and closed churchyards		
Community centres and village halls – Assembly Rooms Terms and Conditions of Hire	Hard Copy On Website	Free Free
Parks, playing fields and recreational facilities: St Martin's Field Charity – Governance Document Minutes of meetings Details of Street Furniture Fairfield Road recreation Ground – Details of Play Equipment and Street Furniture The Greens – Details of Play Equipment, Teenage Equipment and Street Furniture Hut and Winch Sites Terms and Conditions of Hire	Hard Copy Hard Copy Inspection Only Inspection Only Inspection Only Hard Copy On Website	10p 10p N/A N/A N/A Free Free
Seating, litter bins, clocks, planters, memorials and lighting: Details of Street Furniture	Inspection Only	N/A

Details of Maintenance on Public Clock, St Nicholas Church Tower	Inspection Only	N/A
Bus shelters		
Markets		
Public conveniences – Location / opening times	Hard Copy On Website	10p Free
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
NB: New Romney Town Council is not responsible for any burial grounds, markets, bus shelters, lighting or grass verges and has no Agency agreements		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Details of Representatives on Outside Bodies	Hard Copy On Website	10p Free
District Councillor Details / County Councillor Details	Hard Copy On Website	10p Free

Contact details:

Mrs C Newcombe
 Town Clerk and Responsible Financial Officer
 New Romney Town Council
 Town Hall
 High Street
 New Romney
 Kent
 TN28 8BT
 Tel: 01797 362348

Email: townclerk@newromneytc.co.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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	

* the actual cost incurred by the public authority.