



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 |
|---|-------------------------------------|-------------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | (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 |
| <p>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)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or website) | |

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| 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) | |

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| 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 On Website | 10p Free |

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| 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 On Website | 10p Free |
| Health and Safety policy | Hard Copy On Website | 10p Free |
| Recruitment policies (including current vacancies, Equality Statement & Equal Pay Policy) | Hard Copy On Website | 10p Free |
| Policies and procedures for handling requests for information | Hard Copy On Website | 10p Free |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard Copy On Website | 10p Free |
| Information security policy | Hard Copy On Website | 10p Free |
| Records management policies (records retention, destruction and archive) | Hard Copy On Website | 10p Free |
| Data Protection policies | Hard Copy On Website | 10p 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) | Inspection Only | N/A |

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| NB Not held by New Romney Town Council | | |
| 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 Details of Maintenance on Public Clock, St Nicholas Church Tower | Inspection Only Inspection Only | N/A N/A |
| Bus shelters | | |

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|---|-------------------------|-------------|
| 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 |
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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: town.clerk@newromney-tc.gov.uk

SCHEDULE OF CHARGES

Reviewed and updated: Full Council meeting 10/12/2012
 Last reviewed: 12th April 2023

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.