

## Information available from PADDOCK WOOD TOWN COUNCIL

Information to be published	How the information can be obtained	Cost Detailed at end of document
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy	
Location of main Council office and accessibility details	Website or hard copy	
Staffing structure	Contact Town Clerk	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website or hard copy	
Finalised budget	Hard copy or website	
Precept	Hard copy or website	

Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Hard copy or website	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
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)	hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy	
Agendas of meetings (as above)	Website or hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	

Responses to planning applications	Hard copy or website	
Bye-laws	Hard Copy	
<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 or hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Website or hard copy	
Data protection policies	Website or hard copy	
Schedule of charges )for the publication of information)	Website or hard copy	
<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)	N/A	
Assets Register	Hard copy or website	
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)	N/A	
Register of members' interests	Website or hardcopy	
Register of gifts and hospitality	Hard copy	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard copy	
Burial grounds and closed churchyards	Hard Copy/website	
Community centres and village halls	Hard copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	

### Contact details:

All requests for information must be submitted in writing to the Clerk at the address below. Once the clerk has received the request you will be notified of the cost, and the documents will be sent out on receipt of payment.  
 Paddock Wood Town Council, The Podmore Building, St Andrews Road, St Andrews Field  
 PADDOCK WOOD, TN12 6HT Tel: 01892 837373 email: paddockwoodtc@btconnect.com.

#### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25 p per sheet (colour)	Actual cost
	Photographic quality paper Cost at time of request	Actual cost
	Standard second class postage at the time of request – dependant on the size of envelope.	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority