

## Information available from CROWBOROUGH TOWN COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Town Hall, The Broadway, Crowborough, East Sussex TN6 1DA            Tel: 01892 652907            E-mail: <a href="mailto:info@crowboroughtowncouncil.gov.uk">info@crowboroughtowncouncil.gov.uk</a>            Web site: <a href="http://www.crowboroughtowncouncil.gov.uk">www.crowboroughtowncouncil.gov.uk</a></p> <p>Town Clerk: Linda A Butcher FILCM            E-mail: <a href="mailto:linda@crowboroughtowncouncil.gov.uk">linda@crowboroughtowncouncil.gov.uk</a></p> <p>16 Councillors elected every four years</p>	<p>Hard copy            Web site</p>	<p>12p per sheet            f.o.c.</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy            Web site</p>	<p>12p per sheet            f.o.c.</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy            Web site</p>	<p>12p per sheet            f.o.c.</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy            Web site            Newsletters</p>	<p>12p per sheet            f.o.c            Delivered free</p>
<p>Staffing structure</p>	<p>Hard copy</p>	<p>12p per sheet</p>

<b>Class 2 – What we spend and how we spend it</b>		
Full accounts and Audit Report	Hard copy	12p per sheet
Finalised budget	Hard copy Web site	12p per sheet f.o.c.
Precept	Hard copy Web site	12p per sheet f.o.c.
Borrowing Approval letter	Hard copy	12p per sheet
Financial Standing Orders and Regulations	Hard copy Web site	12p per sheet f.o.c.
Grants given and received	Hard copy Web site	12p per sheet f.o.c.
List of current contracts awarded and value of contract	Hard copy	12p per sheet
Members' allowances and expenses	Hard copy Web site	12p per sheet f.o.c.
<b>Class 3 – What our priorities are and how we are doing</b>		
Five Year Plan	Hard copy Web site	f.o.c. f.o.c.
Annual Report to Town Conference	Hard copy/Newsletter	f.o.c.
Quality status	Newsletter	f.o.c.
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	12p per sheet f.o.c.
Agendas of meetings (as above)	Hard copy Web site	12p per sheet f.o.c.

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Web site	12p per sheet f.o.c.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Web site	12p per sheet f.o.c.
Responses to consultation papers	Hard copy Web site	12p per sheet f.o.c.
Responses to planning applications	Hard copy Web site	12p per sheet f.o.c.
Bye-laws	Hard copy	12p per sheet
<b>Class 5 – Our policies and procedures</b>		
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	Hard copy Web site	12p per sheet f.o.c.
Policies and procedures about the employment of staff:  Equality policy Health and safety policy Grievance and Disciplinary policy Training policy Performance Management Scheme Child Protection and Vulnerable Persons policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	12p per sheet f.o.c.

Data protection policies	Hard copy Web site	12p per sheet f.o.c.
Schedule of charges (for the publication of information)	Hard copy Web site	12p per sheet f.o.c.
<b>Class 6 – Lists and Registers</b>		
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)	Available for inspection	
Assets Register	Available for inspection	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	Available for inspection	
<b>Class 7 – The services we offer</b>		
Allotments	Available for inspection	
Burial grounds and closed churchyards	Available for inspection	
Community centres and village halls	Hard copy booking form	f.o.c.
Parks, playing fields and recreational facilities	Hard copy booking form	f.o.c.
Seating, litter bins, clocks, memorials and lighting	Available for inspection	
Bus shelters	Available for inspection	
Newsletters	Delivered to all properties in the parish	f.o.c.
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Web site	f.o.c. f.o.c.

**Contact details: Linda A Butcher, FILCM, Town Clerk, Crowborough Town Council, Town Hall, The Broadway, Crowborough, East Sussex TN6 1DA**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 12p per sheet (black & white)	Actual cost [5p] plus admin charge including V.A.T. A4 single side
	Photocopying @ 12p per sheet (colour)	Actual cost [6.5p] plus admin charge including V.A.T. A4 single side
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		If applicable : In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		