

## Adopted at Finance & General Purposes Committee



### Publication Scheme

This page documents all the information that is available to you from Sevenoaks Town Council under the Freedom of Information publication scheme. You can find this information on [Home - Sevenoaks Town Council](#). Our publication scheme offers the following information.

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	Website
List of Council members and their responsibilities as well as a list of Council Committees  Details of any representation on local public bodies.	Website
Postal and email address  Contact details for Town Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses.	Website
Location of main Council office and accessibility details	Website
Staffing structure	Website.
<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)  Current and previous financial year as a minimum	Hard Copy and E-mail (for electronically available documents) and website.
Statement of accounts and internal audit report in the format included in the	Website

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Annual Return form.	
Finalised budget	Website
Precept	Website
Borrowing Approval letter	Website
All items of expenditure over £100.	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	Website
<b>Class 3 – What our priorities are and how we are doing.</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website
Annual governance statement in format included in the Annual Return form.	Website
Parish Plan.	Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality Status	Website
Local charters drawn up in accordance with DLUHC's guidelines.	Website
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg health & safety impact assessment, equality impact assessment) as appropriate and relevant.	Hard Copy or email for electronic documents.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a	Website

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minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure.	Website
Responses to consultation papers	Hard Copy and Email
Responses to planning applications	Hard Copy and Email.
Bye-laws	Hard Copy and Email
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	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
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services 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)	Hard Copy, Email and Website

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Record management, personal data and access to information policies.	Website
Include information security policies, Records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.	
<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)	
Assets register, including details of public land and building asset	Hard Copy and Email
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy and Email
Register of members' interests	Website
Register of gifts and hospitality	Website
<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)	
Current information only	
Allotments	Website
Burial grounds and closed churchyards.	Website
Community Centre and Village Hall	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy and Email
Bus shelters	Hard Copy and Email

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Markets	Website
Public Conveniences	Website
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website

### Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Charge	Photocopying sheet black and white @ £0.00920 per sheet	£0.10
	Photocopying sheet colour @ £0.04598 per sheet	£0.10

### Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.

### Our offices

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