



**Information available from Sandown Town Council
under the model publication scheme**

Information to be published	How the information can be obtained	Cost
<p align="center">Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p align="center">This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Sandown Chronicle Town Notice Board Hard copy from Clerk	Free Free Free 10p + postage
Location of main Council office and accessibility details	Website Sandown Chronicle Town Notice Board	Free Free Free
Staffing structure	None/Not available	N/A
<p align="center">Class 2 – What we spend and how we spend it (Financial Information - Current and previous financial year)</p>	How the information can be obtained	Cost
Annual return form and report by auditor	Noticeboard at audit Hard Copy from Clerk <i>Website</i>	Free 10p per sheet+ postage
Finalised budget	Website Hard Copy from Clerk	Free 10p per sheet+ postage

Precept (In Minutes & Accounts)	Website Hard Copy from Clerk	Free 10p per sheet+ postage
Borrowing Approval letter	Hard Copy from Clerk	10p per sheet+ postage
Financial Standing Orders and Regulations	Hard Copy from Clerk Website	10p per sheet+ postage
Grants given and received	Minutes on Website Hard Copy from Clerk	Free Free 10p per sheet+ postage
List of current contracts awarded	Hard Copy from Clerk	10p per sheet+ postage
Members' allowances and expenses	Hard Copy from Clerk	10p per sheet+ Postage
Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan		N/A
Mayors report to Annual Town Meeting	Website Sandown Chronicle Hard Copy from Clerk	Free Free 10p per sheet+ postage
Quality status	n/a	10p per sheet+ postage
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website Sandown Chronicle	Free Free

Agendas of meetings (as above)	Noticeboard Website Hard Copy from Clerk	Free Free 10p per sheet+ postage
Minutes of meetings	Website Hard Copy from Clerk	Free 10p per sheet+ postage
Reports presented to council meetings (current meeting only)	Hard Copy from Clerk	10p per sheet+ postage
Responses to consultation papers (current meeting only)	Hard Copy from Clerk	10p per sheet+ postage
Responses to planning applications	Hard Copy from Clerk Website	10p per sheet+ postage
Bye-laws	None/Not available	N/A
Class 5 – Our policies and procedures Current information only	Information Source	Costs
Committee terms of reference	Hard Copy from Clerk} Financial Regs/Standing Orders Hard Copy from Clerk Hard Copy from Clerk	10p per sheet+ Postage
Delegated authority in respect of officers		See above
Code of Conduct		10p per sheet+ Postage
Other Policy statements		See above
Policies and procedures for the provision of services and staff.		
Internal policies relating to the delivery of services	None/Not available	N/A
Equality and diversity policy	None/Not available	N/A
Health and safety policy	Hard Copy from Clerk	10p per sheet+ Postage
Recruitment policies	N/A	N/A
Policies and procedures for handling requests for information	None/Not available	N/A

Complaints procedure	Hard Copy from Clerk	10p per sheet+ Postage
Information security policy	None/Not available	N/A
Records management policies (records retention, destruction and archive)	None/Not available	N/A
Data protection policies	None/Not available	N/A
Schedule of charges (for the publication of information)	None/Not available	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only	Information Source	Cost
Any publicly available register or list	None/Not available	N/A
Assets Register	Viewing only(Clerk)	Free
Disclosure log	None/Not available	N/A
Register of members' interests	Website or IW Council	Free
Register of gifts and hospitality	Viewing only(Clerk) or IW Council	Free
Class 7 – The services we offer Current information only		
Allotments	None/Not available	N/A
Burial grounds and closed churchyards	None/Not available	N/A
Broadway Centre	Currently not in use	
Recreation Facilities (Skate Park)	Assets Register (viewing only) Web site	Free
Seating and lighting	Assets Register (viewing only)	Free
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
Public conveniences	None/Not available	N/A
Agency agreements	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	N/A

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A

Contact details:

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Publication scheme adopted by Sandown Town Council 3rd December 08 as amended

Please note that the Publication Scheme is currently under review for updating. (4th Dec 2017)

