

Leigh-on-Sea Town Council

Freedom of Information Act Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who are we and what we do Organisational information, structures, locations and contacts (This will be current information only)	Website and/or hard copy	
Who's who on the Council and its Committees	Website Hard copy on request	Free 10p per A4 sheet
Contact details for Town Clerk and Council members (named contacts and Council email address)	Website Hard copy on request	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website There is full disabled access throughout the building	Free
Staffing structure	Website Hard copy on request	Free 10p per A4 sheet
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) Current and previous financial year as a minimum	Website and/or hard copy	
Annual return form and report by auditor	Website Hard copy on request	Free 10p per A4 sheet
Finalised budget	Website Hard copy on request	Free 10p per A4 sheet
Precept	Website Hard copy on request	Free 10p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy on request	Free 10p per A4 sheet

Leigh-on-Sea Town Council

Grants given and received	Website Agendas Hard copy on request	Free 10p per A4 sheet
List of current contracts awarded and value of contract	Available electronically Hard copy on request	Free 10p per A4 sheet
Members' allowances and expenses	There are no Members' allowances. Details of expenses available electronically by request Hard copy on request	Free 10p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website and/or hard copy	
Town Plan (current and previous as a minimum)	Strategic Action Plan Publication available as a hard copy on request. Action plans on website Hard copy on request	Free 10p per A4 sheet
Annual Report to Town Elector's Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 10p per A4 sheet
Quality Status	Website Hard copy on request	Free 10p per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum	Website and/or hard copy	
Timetable of meetings (Council and Committee/Sub Committee meetings and Annual Town meetings)	Website Hard copy on request	Free 10p per A4 sheet
Agendas of meetings (as above)	Website Hard copy on request LTC noticeboards	Free 10p per A4 sheet

Leigh-on-Sea Town Council

Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting	Website Hard copy on request	Free 10p per A4 sheet
Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting	Hard copy available on request	10p per A4 sheet
Responses to consultation papers	Website Hard copy on request	Free 10p per A4 sheet
Responses to planning applications	Website Hard copy available on request	Free 10p per A4 sheet
Bye-laws	Not available	
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website and/or hard copy	
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee Terms of Reference Scheme of Delegation Code of Conduct Policy statements	Website Hard copy on request	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services <ul style="list-style-type: none"> • Staff Handbook including Equality and Diversity Policy • Health and Safety Policy • Recruitment Policies (including current vacancies) 	Website Hard copy on request	Free 10p per A4 sheet

Leigh-on-Sea Town Council

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy on request	Free 10p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard copy on request	10p per A4 sheet
Data Protection and information security policies including privacy notices	Website Hard copy on request	Free 10p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard copy on request	Free 10p per A4 sheet
Class 6 – Lists and Registers	Website and/or hard copy	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held)	Where applicable Hard copy on request	Free 10p per A4 sheet
Assets Register	Website Hard copy on request	Free 10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Website recorded on Agendas Hard copy on request	Free 10p per A4 sheet
Register of members' interests	Website Hard copy on request	Free 10p per A4 sheet
Register of gifts and hospitality	Only available for inspection by visiting the Town Council Office	
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website and/or hard copy	
Current information only		
Allotments	Website Hard copy on request	Free 10p per A4 sheet
Community centres and village halls	Electronically by request	Free

Leigh-on-Sea Town Council

	Hard copy on request	10p per A4 sheet
Parks, playing fields and recreational facilities	Electronically by request Hard copy on request	Free 10p per A4 sheet
Seating, litter bins, clocks, notice boards, memorials and lighting	Electronically by request Hard copy on request	Free 10p per A4 sheet
Markets	Electronically by request Hard copy on request	Free 10p per A4 sheet
Agency agreements	Electronically by request Hard copy on request	Free 10p per A4 sheet
Additional Information available		
Town Magazine – LTC News	Delivered to LTC electors Website Available at LCC	Free
Links to local organisations	Website	

Information will be published if it is available/when it becomes available

Contact details:

Town Clerk

Leigh-on-Sea Town Council

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Email: council@leighonseatowncouncil.gov.uk

Website: www.leighonseatowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Act	For information which costs the Town Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	

Date effective from:	17 May 2022
Last review date:	21 May 2024
Minute ref	184b
Next review:	May 2025