

Information available from Faversham Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy on application to the Town Clerk and/or website at: www.faversham.org</p>
Who's who on the Council and its Committees	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	
Location of main Council office and accessibility details	
Staffing structure	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy on application to the Town Clerk and/or website at: www.faversham.org</p>
Annual return form and report by auditor	
Finalised budget	
Precept	
Grants given and received	
Members' allowances and expenses	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy on application to the Town Clerk and/or website at: www.faversham.org)</p>
<p>Annual Report to Town Meeting (current and previous year as a minimum)</p>	
<p>Quality status</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy on application to the Town Clerk)</p>
<p>Timetable of meetings (Council, any committee/sub-committee and working party meetings and town meetings)</p>	
<p>Agendas of meetings (as above)</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	
<p>Responses to consultation papers</p>	
<p>Responses to planning applications</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy on application to the Town Clerk)</p>
<p>Policies and procedures for the conduct of council business:</p>	

Committee and sub-committee terms of reference Code of Conduct Policy statements	
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	
Schedule of charges (for the publication of information)	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy; 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)	
Assets Register	
Register of members' interests	
Register of gifts and hospitality	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy; some information may only be available by inspection)</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Faversham Guildhall and Front Brents Jetty)</p>	
<p>Additional Information Information that is not itemised in the lists above:</p>	

Contact details:

Mrs S Brockman – Town Clerk
Faversham Town Council
The Alexander Centre
Preston Street
Faversham Kent
ME13 8NY – telephone 01795 594442/3 – e-mail: Faversham.TownCouncil@virgin.net

(Normal offices hours are Monday to Friday, 9am – 1 pm)

SCHEDULE OF CHARGES

This describes the charges to be applied for copies of information described above:

TYPE OF CHARGE	DESCRIPTION
Disbursement costs	Photocopying (black and white only) A4 - 10p per sheet, 15p double sided A3 - 15p per sheet, 20p double sided
	Postage: Actual cost of Royal Mail standard 2 nd class