

# **LONG STRATTON TOWN COUNCIL**

## **Freedom of Information Model Publication Scheme**

**Approved and adopted by Long Stratton Town Council**

**Adopted 15 May 2023  
Review date 15 May 2024**

## Information available from Long Stratton Town Council under their publication scheme

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.*

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>	<p>See costs on Page 7 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk</p>	<p>as above</p>
<p>Contact details for Town Clerk and Councillors</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p>	<p>as above</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in the Pavilion. Meetings at the pavilion community room, meetings open to public. Limited parking at the entrance of the playing fields, Manor Road</p>	

Staffing structure	There are 6 members of staff, the Town Clerk is the line manager for all staff.	
<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	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £500 [if a council with turnover £200,000 or over]	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Borrowing approval letter	Hard copy from the Clerk.	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract Street Lights Maintenance	Hard copy from the Clerk	
Councillors' allowances and expenses	Currently N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Action Plan	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Or details can be found at May 2022 Annual Parish Council Meeting.	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Town noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk and noticeboards.	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk In the library.	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Hard copy from the Clerk or on the Council's website.	
Responses to planning applications	See Minutes	
Responses to consultation papers	From the Council's website Noticeboards, email or hard copy from the Clerk	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only</p>		See costs on Page 7 for hard copies of documents in Class 5
Policies – Planning Policy (how the Council deals with planning applications at Town council level), Code of Conduct and Dispensation Policy, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
<p>Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Staff handbook Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme</p>	From the Council's website or as a hard copy from the Clerk	

Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council's website or as a hard copy from the Clerk	
<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>		See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from South Norfolk District Council website	
Register of gifts and hospitality	Apply to Clerk	
<b>Class 7 – The services we offer</b> Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Other examples:		
Community centres	No relevant information	
Parks, playing fields and recreational facilities	No relevant information	
Seating, litter bins, Dog bins and lighting	No relevant information	
Shelter	No relevant information	
Events	No relevant information	
Public conveniences	No relevant information	
Public open space	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> [This will provide Councils with the opportunity to publish information that is not itemised in the lists above]		


**Contact details of the Clerk**

[Office@longstrattontowncouncil.gov.uk](mailto:Office@longstrattontowncouncil.gov.uk)

01508 530524

including telephone and email of Clerk

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
<b>Disbursement cost</b>	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price