

# TENTERDEN TOWN COUNCIL - PUBLICATION SCHEME

Adopted: January 2023



## To be read in conjunction with the Publication Policy

Contact details:

Website: <https://www.tenterdentowncouncil.gov.uk/>

Town Hall, 24 High Street, Tenterden, Kent, TN30 6AN  
01580 762 271 / [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)

Information published	How the information can be obtained **	Cost
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts Current information only		
Who's who on the town council and its committees/sub-committees	Website, Town Hall	Free*
Contact details for Town Clerk and Council members	Website, Town Hall	Free*
Location of main town council office and accessibility details	Website, Town Hall	Free*
Committee structure	Website, Town Hall	Free*
Staffing structure	Town Hall	Free*
<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		
Annual return form and report by auditor	Website, Town Hall	Free*
Finalised budget	Website, Town Hall	Free*
Precept	Website, Town Hall	Free*
Budget monitoring documents	Website, Town Hall	Free*
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website, Town Hall	Free*
Grants given and received	Website, Town Hall	Free*
List of current contracts awarded and value of contract (appears within budget documents)	Website, Town Hall	Free*
Members' expenses	Website, Town Hall	Free*

\* the actual cost incurred by the town council

\*\* some information may only be available by inspection

Information published	How the information can be obtained **	Cost
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, inspections and reviews Current and previous year as a minimum		
Annual Report to Town Meeting	Website, Town Hall	Free*
Town Council Action Plan	Website, Town Hall	Free*
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Statement of Internal Control	Website, Town Hall	Free*
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, Town Hall	Free*
Agendas of meetings (as above)	Website, Town Hall	Free*
Minutes of meetings (as above). NB this will exclude information that is properly regarded as private to the meeting.	Website, Town Hall	Free*
Reports presented to council meetings. NB this will exclude information that is properly regarded as private to the meeting.	Website, Town Hall	Free*
Responses to consultation papers	Website, Town Hall	Free*
Responses to planning applications	Ashford Borough Council Planning Portal, Town Hall	Free*
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of council business: Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers	Website, Town Hall	Free*

\* the actual cost incurred by the town council

\*\* some information may only be available by inspection

<b>Information published</b>	<b>How the information can be obtained **</b>	<b>Cost</b>
Code of Conduct		
Policies and procedures for the provision of services and about the employment of staff	Website, Town Hall	Free*
Policies and procedures for handling requests for information	Website, Town Hall	Free*
Information security policy (no separate policy but covered in Privacy Notice and Document Retention Policy)	Website, Town Hall	Free*
Records management policies (records retention, destruction and archive)	Website, Town Hall	Free*
Data protection policies	Website, Town Hall	Free*
<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)	n/a	
Assets register	Town Hall	Free*
Register of members' interests	Website, Town Hall	Free*
Register of gifts and hospitality	Website, Town Hall	Free*
<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		
Burial grounds (Coombe Lane closed cemetery)	Website, Town Hall	Free*
Town Hall and other council owned buildings	Website, Town Hall	Free*
Parks, playing fields, gardens, nature reserve and recreational facilities	Website, Town Hall	Free*
Seating, litter bins, planters and memorials	Website, Town Hall	Free*
Bus shelters	n/a	
Markets (Friday Town Council High Street market)	Website, Town Hall	Free*
Public conveniences (Recreation Ground, Station Road, St. Michaels Park)	Website, Town Hall	Free*
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees	Website, Town Hall	Free*

\* the actual cost incurred by the town council

\*\* some information may only be available by inspection

## SCHEDULE OF CHARGES

The town council reserves the right to charge the following fees when providing information.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @3p. per A4 sheet (black & white)	Actual cost
	Photocopying/printing @5p. per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Any Statutory Fee</b>		In accordance with any relevant legislation
<b>Other</b>	An hourly charge of £25 for information location and retrieval for requests covering more than ten documents (NB: if this would total more than £450, the Council is entitled not to agree to your request) if applicable	

Notice will be given of any charge and request for payment will be made before the information is provided<sup>1</sup>.

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<sup>1</sup> [Charging for information in a publication scheme | ICO](#)

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