



# HAILSHAM TOWN COUNCIL

## GUIDE TO INFORMATION

### Publication Scheme – Freedom of Information Act 2000

This document is the guide to information available from Hailsham Town Council under the model publication scheme.

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 Responsible Officer: John Harrison, Town Clerk  
 Office opening hours: 9.00am to 4.00pm Monday to Friday

Information to be published	How the information can be obtained	Maximum cost
<b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts)	hard copy and website	disbursement cost
This will be current information only		
Who's who on the Council and its Committees	hard copy and website	disbursement cost
Contact details for Town Clerk and Council members	hard copy, website & town centre notice boards	disbursement cost
Location of main Council office and accessibility details	hard copy and website	disbursement cost
Staffing structure	hard copy and website	disbursement cost
<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	hard copy	disbursement cost
Current and previous financial year, plus others as available		
Annual return form and report by auditor	hard copy and website	disbursement cost
Finalised budget	hard copy and website	disbursement cost
Precept	hard copy and website	disbursement cost
Financial Regulations & Standing Orders	hard copy and website	disbursement cost
Grants given and/or received	hard copy and website	disbursement cost
Members' allowances and expenses	hard copy and website	disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, audits, inspections & reviews	hard copy	disbursement cost
Current and previous year, plus others as available		
Annual Report to Town Meeting	hard copy and website	disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	hard copy and website	disbursement cost
Current and previous council year as a minimum		
Timetable of meetings (Council, committee/sub-committee/working party meetings)	hard copy and website	disbursement cost
Agendas of meetings (as above)	hard copy and website	disbursement cost
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	hard copy and website	disbursement cost
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	hard copy	disbursement cost
Responses to consultation papers	hard copy	disbursement cost
Responses to planning applications	hard copy and website	disbursement cost
Bye-laws	hard copy	disbursement cost

<b>Class – 5 Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	hard copy	disbursement cost
Policies and procedures for the conduct of council business <i>i.e.</i> :	hard copy	disbursement cost
Procedural standing orders		
Committee and Working-Party terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements	hard copy and website	
Policies and procedures for the provision of services and about the employment of staff <i>i.e.</i>	hard copy	disbursement cost
Internal policies relating to the delivery of services		
Health & safety policy	hard copy and website	
Recruitment (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Schedule of charges (for the publication of information)	hard copy and website	disbursement cost
<b>Class – 6 Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy; some information may only be available by inspection	disbursement cost
Any publicity available register or list	hard copy	disbursement cost
Assets Register	hard copy	disbursement cost
Register of members' interests	hard copy	disbursement cost
Register of gifts and hospitality	hard copy	disbursement cost
<b>Class – 7 The Services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters)  Current information only	Hard copy or website some information may only be available by inspection	FOC
Allotments	hard copy <b>and website</b>	FOC
Parks, playing fields, play areas, open spaces and recreational facilities	hard copy	FOC
Seating, litter bins, memorials etc	hard copy	FOC
Bus shelters	hard copy	FOC
Graffiti removal and cleansing services	hard copy and website	FOC
Cemetery	hard copy	FOC
Festivities	hard copy <b>and website</b>	FOC
Youth Café and information service	hard copy and website	FOC
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy	FOC
<b>Additional Information</b>		
(This will provide Councils with the opportunity to publish information that is not itemised in the lists above)	hard copy	FOC
Town Guide/Map	hard copy and website	FOC

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual costs incurred
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> Class