

Information available from Southborough Town Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Newsletter/Hard copy	10p page
Contact details for Parish Clerk and Council members	Website/Newsletter/Hard copy	10p page
Location of main Council office and accessibility details	Website/Newsletter/Hard copy	10p page
Staffing structure	Website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, contracts and financial audit) Current and previous financial year as a minimum.		
Annual return form and report by auditor	Website / Hard copy	10p page
Finalised budget	Website/Hard copy	10p page
Precept request	Hard copy	10p page
Grants given and received	Hard copy	10p page
List of current contracts awarded and value of contract	Hard copy	10p page
Members' allowances and expenses	Hard copy	10p page

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		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard copy	10p page
Quality status	None	
Class 4 – How we make decisions (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/Hard copy	10p page
Agendas of meetings (as above)	Website/Hard copy	10p page
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy	10p page
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p page
Responses to consultation papers	Hard copy	10p page
Responses to planning applications	Website/Hard copy	10p page
Bye-laws	Website/Hard copy	10p page

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Financial Regulations Policy statements	Website/Hard copy Website/Hard copy Website/Hard copy Website/Hard copy Website/Hard copy	10p page 10p page 10p page 10p page 10p page
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/Hardcopy Website/Hardcopy Website/Hardcopy Website/Hard copy	10p page 10p page 10p page 10p page
Records management policies (records retention, destruction and archive)	Website/Hard copy	10p page
Data protection policies	Website/Hard copy	10p page
Schedule of charges (for the publication of information)	Website/Hard copy	10p page

Class 6 – Lists and Registers 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)	Not applicable	
Assets register	Website/Hard copy	10p page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	Website/Hard copy	10p page
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only		
Allotments	Website	
Burial ground and closed churchyard	Website/Hard copy	10p page
Community Centre	Website/Hard copy	10p page
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, war memorial	Website	
Bus shelter		
Annual Newsletter	Website/Hard copy	Free
Services for which the council is entitled to recover a fee.		
Hire of the Community Centre Burials	Website / Verbal	
Holden Pond Fishing Permits	Website / Verbal	

Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per page (black and white)	Actual cost *
	Photocopying @15p per page (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

*Dependant on the number of copies