

## Information available from South Woodham Ferrers Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who are we and what we do</b> Organisational information, structures, locations and contacts: (This will be current information only)		
Who's who on the Council and its Committees	Website/hard copy	Free 10p/A4 sheet
Contact details for Clerk and Council members with telephone number and email address	Website/hard copy	As above
Location of main Council office and accessibility details	Website	Free
Staffing structure/ Staff Handbook	Hard copy	10p/A4 sheet
<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	Website	Free
Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received. List of current contracts awarded and value of contract. Members' allowances and expenses.	Hard copy  Website	10p/A4 sheet  Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and forward plan, performance indicators, audits, inspections and reviews)		

Neighbourhood Plan for South Woodham Ferrers	Website/hard copy	10p/A4 sheet
Annual and Interim Town Council Reports	Website/hard copy	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and committee meetings)	Website/Hard copy	Free 10p/A4 sheet
Agendas of meetings (as above) Minutes of meetings (as above) (inc reports presented to council and committee meetings) Responses to consultation papers Responses to planning applications Bye-laws	Website/Hard copy	Free 10p/A4 sheet
<b>Class 5 – Our Policies and Procedures</b> (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/ Sub Committees and Working Party terms of reference Code of Conduct Policy and Protocol statements Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services including <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Recruitment policies (including current vacancies)</li> </ul>	Hard copy  Website	10p/A4 sheet  Free

Health and Safety Policy Complaints procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Community Resilience Emergency Plan Policies and procedures for handling requests for information Schedule of charges (for the publication of information)	Hard copy	10p/A4 sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets Register Disclosure log Register of members' interests Register of gifts and hospitality Allotments	Hard copy	10p/A4 sheet
<b>Class 7 – The services we offer</b>		
Current information only		
Garden of Remembrance Champions Manor Hall Community Centre Woodham Fenn John Cox Millennium Place Allotments	Hard copy	Free leaflets
Village Hall Playground/Blue Cage Bandstand	Website	Free

**Contact details:**

Website Address: [www.southwoodhamferrerstc.gov.uk](http://www.southwoodhamferrerstc.gov.uk)

Requests for hard copies can be made to - The Town Clerk, South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Chelmsford, Essex, CM3 5LJ

Telephone: 01245 321817                      email: [katkins@southwoodhamferrerstc.gov.uk](mailto:katkins@southwoodhamferrerstc.gov.uk)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Photocopying @ 20p per A3 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Freedom of Information Act</b>	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	May 2024	<b>Review date</b>	May 2025
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**Publication Scheme 2024**

Reviewed May 2024 14 05 2024 min Ref C24-19 Annual Council Meeting  
Next Review May 2025