



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

Contact Information:

Authority: Lewes Town Council, Town Hall, High Street, Lewes, East Sussex, BN7 2QS
 Tel: 01273 471469
 Fax: 01273 480919
 e-mail: info@lewes-tc.gov.uk
 website: www.lewes-tc.gov.uk
 Responsible Officer: Steve Brigden, Town Clerk
 Office opening hours: 9:00am Mondays to Thursdays, and 9:00am to 4:00pm on Fridays

Information to be published	How the information can be obtained	Maximum Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy &/or website	disbursement cost
Who's who on the Council and its Committees/Working Parties	hard copy &/or website	disbursement cost
Contact details for Town Clerk and Council members	hard copy &/or website	disbursement cost
Location of main Council office and accessibility details	hard copy &/or website	disbursement cost
Staffing structure	hard copy &/or website	disbursement cost
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year, plus others as available	hard copy &/or website	disbursement cost
Annual return form and report by auditor	hard copy &/or website	disbursement cost
Finalised budget	hard copy &/or website	disbursement cost
Precept	hard copy &/or website	disbursement cost
Financial Standing Orders and Regulations	hard copy &/or website	disbursement cost
Grants given and/or received	hard copy &/or website	disbursement cost
Members' allowances and expenses	hard copy &/or website	disbursement cost
Class 3 – What our priorities are and how we are doing Strategies and plans, audits, inspections & reviews	hard copy &/or website	disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy &/or website	disbursement cost
Timetable of meetings (Council, committee/sub-committee/working-party meetings)	hard copy &/or website	disbursement cost
Agendas of meetings (as above)	hard copy &/or website	disbursement cost
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	hard copy &/or website	disbursement cost
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	hard copy &/or website	disbursement cost
Responses to consultation papers	hard copy &/or website	disbursement cost
Responses to planning applications	hard copy &/or website	disbursement cost

GUIDE TO INFORMATION

Publication scheme - Freedom of Information Act 2000



LEWES
TOWN
COUNCIL

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy &/or website	disbursement cost
Policies and procedures for the conduct of council business <i>ie:</i> Procedural standing orders Committee and Working-Party terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy &/or website	disbursement cost
Policies and procedures for the provision of services and about the employment of staff <i>ie:</i> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy 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)	hard copy &/or website	disbursement cost
Schedule of charges for the publication of information	hard copy &/or website	disbursement cost
Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy ; some information may only be available by inspection	disbursement cost
Any publicly available register or list	hard copy &/or website	disbursement cost
Assets Register	hard copy &/or website	disbursement cost
Register of members' interests	hard copy &/or website	disbursement cost
Register of gifts and hospitality	hard copy &/or website	disbursement cost
Class 7 – The services we offer (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 &/or website	FOC
Parks, playing fields and recreational facilities	hard copy &/or website	FOC
Seating, litter bins, clocks, memorials etc	hard copy &/or website	FOC
Bus shelters	hard copy &/or website	FOC

SCHEDULE OF CHARGES*

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 10.0p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 nd class

** these are the maxima which may be charged. Low volumes of copying or moderate amounts of postage may be free of charge, at the Council's discretion*

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