

EPPING TOWN COUNCIL

PUBLICATION SCHEME



Information published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website Hard copy on request	Free 10p per A4 sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy on request	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy on request	Free 10p per A4 sheet
Staffing structure	Website Hard copy on request	Free 10p per A4 sheet
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 as a minimum		
Annual return form and report by auditor	Website Hard copy on request	Free 10p per A4 sheet
Finalised budget	Website Hard copy on request	Free 10p per A4 sheet
Precept	Website Hard copy on request	Free 10p per A4 sheet
Borrowing Approval letter	Website Hard copy on request	Free 10p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy on request	Free 10p per A4 sheet
Grants given and received	Website Hard copy on request	Free 10p per A4 sheet
List of current contracts awarded and value of contract	Website Hard copy on request	Free 10p per A4 sheet
Members' allowances and expenses	Website Hard copy on request	Free 10p per A4

		sheet
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)	Website Hard copy on request	Free 10p per A4 sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 10p per A4 sheet
Quality status	Website Hard copy on request	Free 10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy on request	Free 10p per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		Free 10p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 10p per A4

		sheet
Agendas of meetings (as above)	Website Hard copy on request Office noticeboard	Free 10p per A4 sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 10p per A4 sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 10p per A4 sheet
Responses to consultation papers	Website Hard copy on request	Free 10p per A4 sheet
Responses to planning applications	Website Hard copy on request	Free 10p per A4 sheet
Bye-laws	Website Hard copy on request	Free 10p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		Free 10p per A4 sheet
Policies and procedures for the conduct of council business	Website Hard copy on request	Free 10p per A4

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy on request	Free 10p per A4 sheet
Information security policy	Website Hard copy on request	Free 10p per A4 sheet
Records management policies (records retention, destruction and archive)	Website Hard copy on request	Free 10p per A4 sheet
Data protection policies	Website Hard copy on request	Free 10p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard copy on request	Free 10p per A4

		sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held)	Website Hard copy on request	Free 10p per A4 sheet
Assets register	Website Hard copy on request	Free 10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Website Hard copy on request	Free 10p per A4 sheet
Register of members' interests	Website Hard copy on request	Free 10p per A4 sheet
Register of gifts and hospitality	Website Hard copy on request	Free 10p per A4 sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		

Allotments	Website Hard copy on request	Free 10p per A4 sheet
Burial grounds and closed churchyards	Website Hard copy on request	Free 10p per A4 sheet
Community centres and village halls	Website Hard copy on request	Free 10p per A4 sheet
Parks, playing fields and recreational facilities	Website Hard copy on request	Free 10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy on request	Free 10p per A4 sheet
Bus shelters	Website Hard copy on request	Free 10p per A4 sheet
Markets	Website Hard copy on request	Free 10p per A4 sheet
Public conveniences	Website Hard copy on request	Free 10p per A4 sheet
Agency agreements	Website Hard copy on request	Free 10p per sheet

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy on request	Free 10p per A4 sheet
Additional Information available		
Town magazine – Talk About Epping	Delivered to Epping residents Website	Free
Picture galleries of our events	Website	Free
News items	Website Hard copy on request	Free 10p per A4 sheet
Links to Local Organisations	Website Hard copy on request	Free 10p per A4 sheet
Local What's On	Website Hard copy on request	Free 10p per A4 sheet

Information will be published if it is available/when it becomes available.

Contact details:

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Town Clerk

Epping Town Council

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white). 15p A4 sheet double sided. A3 20p per sheet (black and white). Colour +5p for each category	Actual cost 10p per A4 sheet. Paper, ink, photocopier, time.
	Postage	Actual cost of Royal Mail standard 2 nd class

Document reviewed: Corporate Governance: February 2021

Approved: Council: March 2021

Date of next review: February 2023