



Publication Scheme

This publication scheme incorporates regularly requested items publicly available under the Freedom of Information Act.

Requests for hard copies of documents or for other information should be addressed to the Town Clerk. If requesting hard copies of documents please take note that there may be a small charge, as per the Council's budget; with the exception of hard copies of those documents in Class 7 below.

The Town Council's website contains a wealth of information, so the Town Council would recommend first visiting the website at www.totter-and-eling-tc.gov.uk.

Information	How can it be obtained	Dept.
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Town Council and its Committees	Hard copy & website	HR
Contact details for Town Council Officers and Town Council members	Hard copy & website	HR
Location of main Town Council office and accessibility details	Hard copy & website	HR
Staffing structure	Hard copy & website	HR
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)		
Annual Governance & Accountability Return	Hard copy & website	Finance
Auditor's report	Hard copy & website	Finance
Finalised budget	Hard copy	Finance
Precept	Hard copy to every household with Council Tax demand & website	NFDC
Standing Orders and Financial Regulations	Hard copy & website	Finance
Grants given and received	Hard copy	Finance
List of current contracts awarded and value of contract	Hard copy & website	Tender Book – in safe - JM
Members' allowances and expenses	Hard copy	Payroll

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic Objectives & Development Plans	Hard copy & website	TC – in production
Annual Reports	Hard copy & website	TC
Neighbourhood Plan	Hard copy & website	TC – in production
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Hard copy & website	PA to SLT
Agendas of meetings N.B. agendas referring to meetings of the Disciplinary/Grievance Sub-Committee, after the required notice period of the meeting has been given will be available via hard copy on request only	Hard copy & website	PA to SLT
Minutes of meetings N.B. minutes referring to meetings of the Disciplinary/Grievance Sub-Committee will be available via hard copy on request only	Hard copy & website	PA to SLT
Reports presented to Full Council and committee meetings N.B. excludes properly regarded exempt reports	Hard copy & website	PA to SLT
Responses to consultation papers	Hard copy & website	PA to SLT
Responses to planning applications	Hard copy & website	Planning
Bye-laws	Hard copy & website	Planning
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 Town Council business	Hard copy & website	HR
Standing Orders	Hard copy & website	Finance
Committee and Sub-Committee Terms of Reference	Hard copy & website	PA to SLT
Delegated authority in respect of Officers (Scheme of Delegation)	Hard copy & website	TC
Code of Conduct	Hard copy & website	HR
Policy Statements	Hard copy & website	HR
Policies and procedures for the provision of services and about the employment of staff	Hard copy & website	HR
Internal policies relating to the delivery of services (Customer Care Policy)	Hard copy & website	HR
Internal policies relating to personnel	Hard copy	HR
Equal Opportunities policy	Hard copy & website	HR
Safety, Health & Environment policy	Hard copy & website	HR

Policies and procedures for handling requests for information	Hard copy & website	HR
Complaints procedures	Hard copy & website	HR
Records management policies	Hard copy & website	HR
Data protection policies	Hard copy & website	HR
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list N.B. Some information may be available for inspection only	Hard copy	TC
Asset Register – with Accountant	With Accountant/hard copy	Finance
Register of members’ interests	Hard copy & website	TC
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Free of charge hard copy & website	Head of Comm. Servs
Community centres and village halls	Free of charge hard copy & website	Head of Comm. Servs
Parks, playing fields and recreational facilities	Free of charge hard copy & website	Head of Comm. Servs
Seating, litter bins, clocks, memorials and lighting	Free of charge hard copy & website	Head of Comm. Servs
Bus shelters	Free of charge hard copy & website	Head of Comm. Servs
Public conveniences	Free of charge hard copy & website	Head of Comm. Servs
Newsletters and publications	Free of charge hard copy & website	Admin
A summary of services for which the Town Council is entitled to recover a fee, together with those fees	Free of charge hard copy & website	TC

Contact details:

Totton & Eling Town Council, Civic Centre, Totton, SO40 3AP

Email – info@totton-and-eling-tc.gov.uk Website - <https://www.totton-and-eling-tc.gov.uk/>

Schedule of Charges:

In certain circumstances the Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester by the Town Clerk before the request is processed.

The Council's Publication Scheme has full details of charges for the provision of hard copies of documents.

The Town Clerk may waive these charges where it is felt the information sought would be of particular assistance to the understanding of an issue of local importance.

When a Freedom of Information request is made and requires more than 18 hours of staff time in order to determine if we hold the information and to locate and retrieve the information, your request may be exempt because it exceeds the £450 fee limit. However, we will offer you ways in which to condense your request to allow us to provide information free of charge or at a lower charge.

A notice of any fee charges will be sent to you within 20 working days of us receiving your request. We then allow 60 days for you to send the fee to us to allow the request to be processed. Please be aware that your request will be considered void if payment is not received within 60 days.

For any request costing more than £5 to photocopy, print out or put into the prescribed format, a charge may be made. This will also be notified to you using the above timescales. The standard charges that have been set are as follows:

- £25 per hour for staff time
- 10p per A4 black and white print out or photocopy
- 50p per A4 colour print out or photocopy
- 35p per CD if already held in this format
- Photocopying 10p per sheet (black & white) – (actual cost to Council)
- Photocopying 20p per sheet (colour) – (actual cost to Council)
- Postage - actual cost of Royal Mail standard 2nd class (Statutory Fee In accordance with the relevant legislation)