



## INFORMATION AVAILABLE FROM EAST COWES TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

INFORMATION GUIDE	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</b>	Free from the Council's website or hard copy from the Town Hall	10 per A4 sheet copy
Who's who on the Town Council and its Committees		
Contact details for Town Clerk and Council members		
Location of Council offices and accessibility details		
Staffing structure		
<b>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)</b>	Free from the Council's website or hard copy from the Town Hall	10 per A4 sheet copy
Annual Return form and report from the auditor		
Precept and finalised budget		
Financial Standing Orders and Regulations		
Grants awarded		
List of current contracts awarded and value of contract		
Internal Auditors and External Auditors Reports		

<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>	Free from the Council's website or hard copy from the Town Hall	10 per A4 sheet copy
Town Plan and 2008 Design Statement		
Annual Report to Town Meeting (current and previous year as a minimum)		
Town Hall Health and Safety Audit and action plan		
<b>Class 4 – How we make decisions Current and previous council year</b>	Free from the Council's website or hard copy from the Town Hall	10 per A4 sheet copy
Timetable of Meetings (Council, any Committee/Sub-Committee meetings )		
Agendas of Meetings (as above)		
Minutes of Meetings (as above) –excluding information that is properly regarded as private to the meeting.		
Reports presented to council meetings –excluding information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		

Class 5 Policies and Procedures		
Current information only	Free from the Council's website or hard copy from the Town Hall	10 per A4 sheet copy
Policies and procedures for the conduct of council business <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committee and ( if applicable,) Sub-Committee Terms of Reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> </ul>		
Complaints procedures (including those covering requests for information and operating the publication scheme) <ul style="list-style-type: none"> <li>• Information security policy</li> <li>• Records retention policy</li> <li>• Data protection policy</li> <li>• Schedule of charges for the publication of information</li> </ul>		

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Free from the Council’s website or hard copy from the Town Hall	10 per A4 sheet copy
Assets Register		
Register of Members’ Interests		
Register of Gifts and Hospitality		
<b>Class 7 – The services we offer</b> Current information only about the services we offer	Free from the Council’s website or hard copy from the Town Hall	10 per A4 sheet copy
Jubilee Playground area		
<b>Esplanade</b> <ul style="list-style-type: none"> <li>• Play area</li> <li>• Paddling Pool</li> <li>• Toilets</li> </ul>		
Skateboard Park		
Town Hall hire		
Allotments		
Postage		
<b>Total costs</b>		

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with any relevant legislation

### Contact details:

**Town Clerk:** Tina Bailey

**Address:** Town Hall, York Avenue, East Cowes, Isle of Wight. PO32 6RU

**Tel:** 01983 299082

**Email:** [ecowes.townhall@btconnect.com](mailto:ecowes.townhall@btconnect.com)

**Website** .....

**Opening Hours** 10-12 noon Monday to Friday.

