

# EPPING TOWN COUNCIL

## PUBLICATION SCHEME



Information published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p><b>Website</b>  <b>Per A4 sheet single sided</b>  <b>Per A4 sheet double sided</b>  <b>Black and white not colour</b></p>	<p><b>Free</b>  <b>10p single</b>  <b>15p double</b></p>
<p>Who's who on the Council and its Committees</p>	<p>Website                      Hard copy on request</p>	<p>Free                      As above</p>
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website                      Hard copy on request</p>	<p>Free                      As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Website                      Hard copy on request</p>	<p>Free                      As above</p>
<p>Staffing structure</p>	<p>Website                      Hard copy on request</p>	<p>Free                      As above</p>
<p><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)</p> <p>Current and previous financial year as a minimum</p>		

Annual return form and report by auditor	Website Hard copy on request	Free As above
Finalised budget	Website Hard copy on request	Free As above
Precept	Website Hard copy on request	Free As above
Borrowing Approval letter	Website Hard copy on request	Free As above
Financial Standing Orders and Regulations	Website Hard copy on request	Free As above
Grants given and received	Website Hard copy on request	Free As above
List of current contracts awarded and value of contract	Website Hard copy on request	Free As above
Members' allowances and expenses	Website Hard copy on request	Free As above
<b>Class 3 – What our priorities are and how we are doing</b> (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 As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy on request	Free As above
Quality status	Website Hard copy on request	Free As above

Local charters drawn up in accordance with DCLG guidelines	Website Hard copy on request	Free As above
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free As above
Agendas of meetings (as above)	Website Hard copy on request Office noticeboard	Free As above
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free As above
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free As above
Responses to consultation papers	Website Hard copy on request	Free As above
Responses to planning applications	Website Hard copy on request	Free As above
Bye-laws	Website Hard copy on request	Free As above
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
Policies and procedures for the conduct of council business  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy on request	Free As above
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 As above
Information security policy	Website Hard copy on request	Free As above
Records management policies (records retention, destruction and archive)	Website Hard copy on request	Free As above
Data protection policies	Website	Free

	Hard copy on request	As above
Schedule of charges (for the publication of information)	Website Hard copy on request	Free As above
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held)	Website Hard copy on request	Free As above
Assets register	Website Hard copy on request	Free As above
Disclosure log (indicating the information that has been provided in response to requests)	Website Hard copy on request	Free As above
Register of members' interests	Website Hard copy on request	Free As above
Register of gifts and hospitality	Website Hard copy on request	Free As above
<b>Class 7 – The services we offer</b>		
(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 As above

Burial grounds and closed churchyards	Website Hard copy on request	Free As above
Community centres and village halls	Website Hard copy on request	Free As above
Parks, playing fields and recreational facilities	Website Hard copy on request	Free As above
Seating, litter bins, clocks, memorials and lighting	Website Hard copy on request	Free As above
Bus shelters	Website Hard copy on request	Free As above
Markets	Website Hard copy on request	Free As above
Public conveniences	Website Hard copy on request	Free As above
Agency agreements	Website Hard copy on request	Free As above
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 As above
<b>Additional Information available</b>		
Town magazine – Talk About Epping	<del>Delivered to Epping residents</del> From April 2023, copies available from Epping Hall and selected locations Website	Free
Picture galleries of our events	Website	Free

News items	Link on website Hard copy on request	Free As above
Links to Local Organisations	Website Hard copy on request	Free 10p per A4 sheet
Local What's On	Website Hard copy Town Guide on request, if available Noticeboards, if provided	Free Free

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

**Contact details: Beverley Rumsey, Town Clerk, Epping Town Council. Tel: 01992 579444**

**Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)**

## SCHEDULE OF CHARGES

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

Document reviewed: Corporate Governance: February 2023

Approved: Council: March 2023

Date of next review: February 2025