

PUBLICATION SCHEME			
Information published	How obtainable	Cost	Notes
Documents relating to organisational structure, staffing & governance*			
Code of Conduct	Website, Council office	free*	
Standing Orders	Website, Council office	free*	
Terms of Reference of committees and working groups	Website, Council office	free*	
Meetings calendar (current year)	Website, Council office, local press	free*	
Committee structure	Website, Council office	free*	
Town Council's Vision 2016-19	Website, Council offices, Noticeboard, hard copies at public meetings, e.g. the Annual Meeting of the Town, local press	free*	
Councillor and Town Clerk information (current only)	Website, Council office	free*	
Council remit and overview	Website, Council office	free*	
Annual Reports (current and future)	Website, Council office, Noticeboard at point of first publication	free*	
Location of and directions to council office	Website	free*	
Financial information about income, expenditure, procurement*			
Financial Regulations	Website, Council office	free*	
Budget Monitoring (Quarter) report (current)	Website, Council office	free*	
Budget (current year and previous) and any explanatory notes	Website, Council office, local press	free*	
Annual Return	Website, Council office, Noticeboard	free*	
Internal Auditor's report	Website, Council office	free*	
Members' expenses	Website, Council office	free*	

Strategies, policies & procedures*			
Emergency Plan	Permanent website, until then upon request from Council office	free*	
Sandbag Scheme	Permanent website, until then upon request from Council office	free*	
Risk Management Strategy	Permanent website, until then upon request from Council office	free*	
Equality & Diversity Policy	Website, Council office	free*	
Data Protection Policy	Website, Council office, once adopted	free*	
Grants Policy & application form	Website, Council office	free*	
Customer Service Policy and Complaints Procedure	Website, Council office, once adopted	free*	
Business Continuity Plan	Internal document, upon request, once adopted	free*	
Debt Management Policy	Internal document, upon request, once adopted	free*	
Media Protocols	Internal document, upon request	free*	
Social Media Policy	Internal document, upon request	free*	
Health & Safety Policy	Internal document, upon request	free*	
Training & Development Policy	Internal document, upon request	free*	
Lone Working Policy	Internal document, upon request	free*	
Absence Management Policy	Internal document, upon request	free*	
Peninsula Pensions Employer Discretion Policy	Internal document, upon request	free*	
Grievance & Disciplinary Procedure	Internal document, upon request	free*	
Lists & registers of information			
Asset Register	Website, Council office	free*	
Register of members' interests	East Devon District Council's website	free*	
Register of gifts and hospitality	Website, Council office	free*	
Decision making			
Planning applications relating to Cranbrook (please see section on planning applications below)	East Devon District Council's website Hard copies of major planning applications can be viewed at the Town Council office Electronic viewing of any planning application at Town Council office	free*	
Agendas (current/pending)	Website, Council office, Noticeboard	free*	
Minutes of meetings	Website, Council office	free*	
Awarded Grants	Website, Council office	free*	
Reports presented to public meetings (excluding confidential information)	Permanent website, until then upon request from Council office	free*	
Responses to consultations	Website, Council office	free*	
Responses to planning applications	Website, Council office (Minutes of the Planning Committee)	free*	

*** Charges**

Cranbrook Town Council operates on a paperless basis. However, if you require hard copies we are happy to provide those. For copies of more than ten pages of double-sided sheets of A4, we reserve the right to charge the following fees:

Charge	Reason or charge	Fee
Administration cost	These are costs which the Council will incur as a result of your request	<p>Photocopying at 10p per double-sided sheet of A4</p> <p><i>and/or</i></p> <p>Second class postage cost at the current Post Office rate</p> <p><i>and, if applicable,</i></p> <p>an hourly charge of £25 for information location and retrieval for requests covering more than ten documents (NB: if this would total more than £450, the Council is entitled not to agree to your request).</p>

Planning Applications

Please note that Cranbrook Town Council is not able to provide hard copies of planning applications and any documentation associated to them. East Devon District Council now operate a paperless planning system and we do not receive hard copies of planning applications, except major applications. Anyone is entitled to view the latter at the Council office and we will have projection equipment for interested parties to view planning applications electronically.

Contact

Applications for information should be made in the first instance to:

Town Clerk
 Cranbrook Town Council
 Younghayes Centre
 169 Younghayes Road
 Cranbrook
 EX5 7DR

Tel: 07746 909933
 Email: clerk@cranbrooktowncouncil.gov.uk
 Web: www.cranbrooktowncouncil.com

General Notes:

1. Cranbrook Town Council was created in May 2015 and is still in the early stages of developing its policies and procedures so this scheme will be updated as new documents are adopted (Section 19 of the Freedom of Information Act 2000 requires us to review the publication scheme periodically).
2. According to Section 21 of the Freedom of Information Act 2000, information is exempt from the Act if accessible to the applicant by other means and, where already accessible because it is covered by the authority's publication scheme, we will not be required to provide it in response to an individual request.
3. If you request information, we will need to determine whether the information exists and check that (i) it is not available elsewhere or is (ii) exempt from disclosure. If we are able to supply the information, we will notify you how this will take place and of any cost involved. If we can't supply the information, we will explain why. NB: We are not required to respond to 'vexatious or repeated' requests.
4. Individuals applying for information who do not have access to the internet should contact the Town Council who will endeavour to offer alternative arrangements. NB: if this involves printing or copying charges may apply as per the table above.