

## PUBLICATION SCHEME

(Information available from Cranbrook Town Council under the model publication scheme)

Information published	How obtainable	Cost	Notes
<b>Class 1 - Who we are and what we do</b> (Organisational information, locations and contacts, constitutional and legal governance)			
Current information only.			
Who's who on the Council and its Committees	Website, Council office	free*	
Contact details for Town Clerk and Council members	Website, Council office	free*	
Location of main Council office and accessibility details	Website	free*	
Staffing structure	Website	free*	
Committee structure	Website, Council office	free*	
Town Council's Vision	Council office, hard copies at public meetings, e.g. the Annual Meeting of the Town	free*	
Council remit and overview	Website, Council office	free*	
<b>Class 2 - What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)			
A minimum of current and previous financial years.			
Annual return form and reports by internal and external auditors including Year End Bank Reconciliation	Website, Council office, Noticeboard	free*	
Precept (calculation appears within budget document)	Website, Council office	free*	
Borrowing Approval letter	n/a	-	
Financial Regulations	Website, Council office	free*	
Grants given and received (the latter appear in Year End Budget Monitoring document)	Website, Council office	free*	
List of current contracts awarded and value of contract (appears within budget document)	Website, Council office	free*	
Members' expenses	Website, Council office	free*	

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Most recent Budget Monitoring document	Website, Council office	free*	
Budget (current and most recent previous year) and any explanatory notes	Website, Council office	free*	
Tender Notices	Website, Council office, <a href="http://www.gov.uk/contracts-finder">www.gov.uk/contracts-finder</a> and OJEU (Official Journal of the European Union) website if applicable	free*	
<b>Class 3 - What our priorities are and how we are doing</b> (Strategy and performance information, plans, assessments, inspections and reviews)			
A minimum of current and previous financial years.			
Parish Plan (current and previous year as a minimum)	n/a (Cranbrook is a strategic development site which is subject to a Master Plan)	-	
Cranbrook Town Council Business Plan 2018-2023	Website, Council office	free*	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Council office, Noticeboard at point of first publication	free*	
Quality status	n/a	-	
Local charters drawn up in accordance with DCLG guidelines	n/a	-	
Grants Questionnaire	Website, Council office	free*	
Statement of Internal Control	Website, Council office	free*	
<b>Class 4 - How we make decisions</b> (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)			
A minimum of current and previous financial year.			
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, Council office, local press	free*	
Agendas of meetings (as above)	Website, Council office, Noticeboard	free*	
Minutes of meetings (as above) N.B. this will exclude information that is properly regarded as private to the meeting	Website, Council office, Noticeboard	free*	
Reports presented to council meetings N.B. this will exclude information that is properly regarded as private to the meeting	Website or upon request from Council office	free*	
Responses to consultation papers	Website or upon request from Council office	free*	

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Responses to planning applications	Website, Council office (Minutes of the Planning Committee) East Devon District Council's website	free*	
Bye-laws	n/a	-	
Planning applications relating to Cranbrook	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*	
<b>Class 5 - Our policies and procedures</b> (Current written protocols for delivering our functions and responsibilities)			
Current information only			
Policies and procedures for the conduct of council business:  Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (appears within Financial Regulations document) Code of Conduct Cash Handling Policy  Policy statements	Website, Council office Website, Council office Website, Council office  Website, Council office Council office on request  Please see list of policies below.	free* free* free*  free* free*	
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:  Policies and procedures for handling requests for information	Please refer to list of policies below.  Please refer to list of policies below.  Please refer to list of policies below.		

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Complaints procedures (including those covering requests for information and operating the publication scheme):	Please refer to list of policies below.		
Equality and Diversity Policy	Website, Council office	free*	
Health and Safety Policy	Internal document, upon request	free*	
Recruitment policies (including current vacancies)	n/a	free*	
Privacy Notice – included in the Data Protection Policy	Website, Council office	free*	
[Information Security Policy - no separate policy but covered in Privacy Notice, Business Continuity Plan, Emergency Plan and Document Retention Policy]	[Documents referenced either in development and on Website, Council office, once adopted or already available via Website, Council office.]	free*	
Document Retention Policy (records retention, destruction and archive)	Council office on request	free*	
Data Protection Policy	Website, Council office	free*	
Accessibility Policy	Council office on request	free*	
Schedule of charges (for the publication of information)	Council office on request	free*	
Emergency Plan	Internal document, upon request	free*	
Sandbag Scheme	Council office on request	free*	
Risk Management Strategy	Council office on request	free*	
Grants Policy & Application Form	Council office on request	free*	
Customer Service Policy and Complaints Procedure	Website, Council office	free*	
[In development, Business Continuity Plan]	[Internal document, upon request, once adopted]	free*	
Credit Control Policy	Council office on request	free*	
Media Protocols and Social Media 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 Policy	Internal document, upon request	free*	
Assets Policy	Website, Council office	free*	
Use of the Country Park Policy	Website, Council office (in the future will also be on Country Park Noticeboards)	free*	
CCTV Policy	Council office on request	free*	

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<b>Class 6 - Lists and Registers</b> (Information held in registers required by law and other lists and registers relating to the functions of the authority)			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	-	
Assets register	Website, Council office	free*	
Disclosure log (indicating the information which has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	-	
Register of members' interests	East Devon District Council's website	free*	
Register of gifts and hospitality	Website, Council office	free*	
<b>Class 7 - The services we offer</b> (Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered)			
Current information only			
Media and information releases	News releases appear regularly as posts on our Facebook page and website. A Twitter page is being trialled. News items are also sent to the (Cranbrook Midweek Herald).	free*	
[Allotments Tenancy Agreement and Conditions of Rental]	Not yet issued but will be on website and via Council office shortly	free*	
Code for Cyclists using the Country Park	Website, Council office	free*	
Professional Dog Walkers Code of Conduct	Website, Council office	free*	
Information for Dog Owners	Website, Council office	free*	
Community centres and village halls	Booking information for Younghayes Centre available from Council office (and on website).	free*	
Parks, playing fields and recreational facilities	n/a	-	
Burial grounds and closed churchyards	n/a	-	
Seating, litter bins, clocks, memorials and lighting	n/a	-	
Bus shelters	n/a	-	
Markets	n/a	-	

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Public conveniences	n/a	-	
Agency agreements	n/a	-	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	-	
<b>Additional Information</b>			
This will provide Councils with the opportunity to publish information that is not itemised in the lists above			
	-		

### \* 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 for 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 <i>and/or</i></p> <p>Second class postage cost at the current Post Office rate <i>if applicable</i></p> <p>Any costs incurred in complying with your preferences about the format in which you wish to receive the information (e.g. scanned onto on a CD) <i>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) <i>if applicable</i></p> <p>NB: You will only be charged where information is actually provided (i.e. released). If this applies, we will send you a Fees Notice stating the amount to be paid - explaining how it has been calculated, how it can be paid and your rights of complaint via internal review and to the Information Commissioner re the fee levied - as soon as possible within the 20-working day response period. The notice period is paused until payment is received (we will request payment within 3 months of your request). [Information taken from the Cabinet Office's Freedom of Information Code of Practice, July 2018.]</p>

### Planning Applications

Please note that Cranbrook Town Council is not able to provide hard copies of planning applications and any documentation associated with them. East Devon District Council now operates a paperless planning system and we do not receive hard copies of planning applications, other than 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:

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

Tel: 07746 909933

Email: [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk)

Web: [www.cranbrooktowncouncil.gov.uk](http://www.cranbrooktowncouncil.gov.uk)

### General Notes:

1. As Cranbrook Town Council was created in May 2015 and is still a relatively new authority in the process of developing policies and procedures, 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 which will endeavour to offer alternative arrangements. NB: if this involves printing or copying charges may apply as per the table above.