

| Publication Scheme (Information available from Cranbrook Town Council under the model publication scheme) | | | |
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| Information published | How obtainable | Cost | Notes |
| Class 1 - Who we are and what we do (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 Council employees and councillors | 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 five-year business plan | Council office, hard copies at public meetings, e.g. the Annual Meeting of the Town | free\* |  |
| Council remit and overview | Website, Council office | free\* |  |
| Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)  A minimum of current and previous financial years. | | | |
| Annual Governance and Accountability Return (AGAR), including most recent year-end bank reconciliation and reports by internal and external auditors | Website, Council office | 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\* |  |
| Councillors’ expenses | Website, Council office | free\* |  |
| 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, government’s Contracts Finder platform if above relevant threshold | free\* |  |
| Class 3 - What our priorities are and how we are doing (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) | - |  |
| Town Council’s five-year business plan | 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 Ministry of Housing, Communities & Local Government guidelines | n/a | - |  |
| Grants Questionnaire | Website, Council office | free\* |  |
| Statement of Internal Control | Website, Council office | free\* |  |
| Class 4 - How we make decisions (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\* |  |
| 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  Electronic viewing of any planning application at Town Council office | free\* |  |
| Class 5 - Our policies and procedures (Current written protocols for delivering our functions and responsibilities)  Current information only | | | |
| Policies and procedures for the conduct of council business:  Code of Conduct  Standing Orders  Financial Regulations  Committee and sub-committee terms of reference, including delegated authority arrangements to committees  Delegated authority to officers (appears within Financial Regulations document)  Schedule of fees and charges  Assets Policy  Equality and Diversity Policy  Health and Safety Policy  Risk Management Strategy  Credit Control Policy (reviewed April 2023)  Procurement Policy  Reserves Principles / Investment Strategy  Co-Option Procedure  Expenses Policy | Website, Council office  Website, Council office  Website, Council office  Website, Council office  Website, Council office  Website, Council office  Website, Council office  Website, Council office  Website, Council office  Website, Council office  Council office on request  Website, Council office | free\*  free\*  free\*  free\*  free\*  free\*  free\* |  |

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| Policies and procedures for handling requests for information:  Accessibility Policy  Customer Service Policy and Complaints Procedure and Freedom of Information Procedure  Document Retention Policy  Privacy Policy | Website, Council office | free\* |  |
| Council policies:  Climate Plan  CCTV Policy  Community Engagement Strategy  Grants Policy & Application Form  Media and Social Media Policies  Sandbag Scheme  Street Trading Guidelines  Unauthorised Encampment Policy  Use of Public Open Space Policy  Rough Sleeping Policy | Website, Council office |  |  |
| 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:  Absence Management Policy  Cash Handling Policy  Emergency Plan  Grievance & Disciplinary Policy & Capability Procedure Lone Working Policy  Maternity Policy  Peninsula Pensions Employer Discretion Policy  Personal Use of Council Equipment Policy  Training & Development Policy  Whistleblowing Policy | Council office  Internal documents, upon request if deemed appropriate | free\* |  |

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| Class 6 - Lists and Registers (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 councillors’ interests | East Devon District Council’s website | free\* |  |
| Register of gifts and hospitality | Website, Council office | free\* |  |
| Class 7 - The services we offer (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 | Internal document, upon request | free\* |  |
| Code for Cyclists using the Country Park, Professional Dog Walkers Code of Conduct and Code for Cyclists | Website, Council office, noticeboards | free\* |  |
| Community centres and village halls | Booking information for Younghayes Centre available from Council website and office | free\* |  |
| Parks, playing fields and recreational facilities | Website, Council office | - |  |
| Burial grounds and closed churchyards | n/a | - |  |
| Seating, litter bins | Website, Council office | - |  |
| Clocks, memorials and lighting | n/a |  |  |
| Bus shelters | n/a | - |  |
| Markets | n/a | - |  |
| 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) | Website, Council office | - |  |

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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | | |
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### \* 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:

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| **Charge** | **Reason for charge** | **Fee** |
| Administration cost | These are costs which the Council will incur as a result of your request | Photocopying at 10p per double-sided sheet of A4  *and/or*  Second class postage cost at the current Post Office rate *if applicable*  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) *if applicable*  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) *if applicable*  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.] |

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

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| 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. |