

FREEDOM OF INFORMATION ACT 2000

Information available from Lydd Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Notice Boards Hard copy Annual Report (Free to residents)	3p per sheet for printing of hard copy
Contact details for Town Clerk and Council members	Website Notice Boards Hard Copy Annual Report (Free to residents)	3p per sheet for printing of hard copy
Location of main Council office and accessibility details	Lydd Town Council Guild Hall, 13 High Street, Lydd, Kent TN29 9AF townclerk@lyddtown.org 01797 320999 Open Monday, Wednesday and Thursday 9am to 12.30pm	
Staffing structure	Website	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Hard copy Email	3p per sheet for printing of hard copy
Finalised budget and precept	Website Hard copy	3p per sheet for printing of hard copy

Financial Regulations	Website Hard copy	3p per sheet for printing of hard copy
Grants given and received	Hard copy	3p per sheet for printing of hard copy
List of current contracts awarded and value of contract	Hard copy	3p per sheet for printing of hard copy
Mayors allowances and expenses, Members allowances and expenses	Website Hard copy	3p per sheet for printing of hard copy

Class 3 – What our priorities are and how we are doing		
Annual Report to Town Meeting	Hard copy available in reception	Free
Internal Auditor's Report	Website Hard copy – contact Clerk	3p per sheet for printing of hard copy

Class 4 – How we make decisions		
Timetable of meetings	Website	3p per sheet for printing of hard copy
Agendas of meetings	Town Council notice boards	
Minutes of meetings – excluding confidential minutes	Hard copy	
Reports presented to council meetings –excluding confidential material	Website Hard copy	3p per sheet for printing of hard copy
Responses to consultation papers	Hard copy	3p per sheet for printing of hard copy

Responses to planning applications	Website Hard copy – contact Deputy/Planning Clerk	3p per sheet for printing of hard copy
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Class 5 – Our policies and procedures		
A Policies and procedures for the conduct of council business		
Procedural standing orders	Website Hard copy	3p per sheet for printing of hard copy
Code of Conduct	Website Hard copy	3p per sheet for printing of hard copy
Committee Terms of Reference	Website Hard copy	3p per sheet for printing of hard copy
B Policies and procedures for the provision of services and about the employment of staff:		
Freedom of Information – model publication scheme and table of information	Website Hard copy	3p per sheet for printing of hard copy
Complaints procedure	Website Hard copy	3p per sheet for printing of hard copy
Disciplinary procedure	Hard copy	3p per sheet for printing of hard copy
Grievance procedure	Hard copy	3p per sheet for printing of hard copy

Equal Opportunities Policy	Website Hard copy	3p per sheet for printing of hard copy
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Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	3p per sheet for printing of hard copy
Register of members' interests	By inspection	
Register of gifts and hospitality	By inspection	

Class 7 – The services we offer		
Councillor surgeries MP, County Councillor	Website	
Recreation – Manor Road Pavilion Hire and Fire Risk Assessment	Website Hard copy	Information Free to hirers
Lydd Centenary Bursary	Website Hard copy	Free
Small Grants Scheme	Website Hard copy	Free
Meeting space (Council Chamber or Parlour)	Website	

Contact details:

Town Clerk, Guild Hall, 13 High Street, Lydd, Romney Marsh, Kent, TN29 9AF. www.lyddtc.kentparishes.gov.uk

townclerk@lyddtown.org 01797 320999

Normal opening hours Monday, Wednesday and Thursday 9am to 12.30pm

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 3p per sheet (black & white)	Actual direct cost
	Photocopying @ 7p per sheet (colour)	Actual direct cost
	Postage	Cost of Royal Mail postage
Statutory Fee		In accordance with the relevant legislation