

Littlehampton Town Council
Information available under the publication scheme

Website: littlehampton-tc.gov.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Littlehampton Town Council Notice Boards Hard Copy – Contact Town Clerk	Free Free Free
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Littlehampton Town Council Notice Boards Hard Copy – Contact Town Clerk	Free Free Free
Location of main Council office and accessibility details	Littlehampton Town Council Manor House Church Street Littlehampton, West Sussex BN17 5EW Location Plan and Accessibility Details Available on Website	Free
Staffing structure	Website Hard Copy – Contact Town Clerk	Free Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Budget Summary	Website Hard Copy – Contact Town Clerk or Responsible Financial Officer	Free Free

Financial Standing Orders and Regulations	Website Hard Copy – Contact Responsible Financial Officer or Town Clerk	Free Free
Grants given and received	Website (Community Resources Committee Minutes) Hard Copy – Contact Town Clerk	Free Free
List of current contracts awarded and value of contract	Website (Council & Committee Minutes) Hard Copy – Contact Responsible Financial Officer or Town Clerk	Free 10p/sheet
Members' allowances and expenses	Website (Council Minutes and published in Annual Report) Hard Copy – Contact Responsible Financial Officer or Town Clerk	Free 50p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report	Website Hard Copy – Contact Town Clerk	Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website Littlehampton Town Council Notice Boards Hard Copy – Contact Town Clerk	Free Free Free
Agendas of meetings (as above)	Website Manor House Notice Board Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential.	Website Minutes available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Reports presented to Council meetings - nb this will exclude information that is properly regarded as confidential.	Reports available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Responses to consultation papers	Website (Minutes) Responses available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Responses to planning applications	Website (Minutes) Responses available for inspection at	Free

	Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Bye-laws	Inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: Standing Orders Committee and Sub-Committee terms of reference Delegated authority in respect of officers Code of Conduct	Website Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Policies relating to the delivery of services Equal Opportunities policy Health and Safety policy	Website Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free 10p/sheet
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 Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free Free
Data protection policy	Website Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free Free
Schedule of charges (for the publication of information)	Website Hard Copy – Contact Town Clerk	Free 10p/sheet
Class 6 – Lists and Registers Maintained lists and registers	(hard copy or website; some information may only be available by inspection)	

Assets Register	Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Register of members' interests	Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Register of gifts and hospitality	Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free 10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only on Allotments, The Dairy Community Centre, Progress Newsletter, Rosemead Open Space, The War Memorial, Notice Boards, Town Clock, Street Furniture, Project 82 Youth facilities, Public Conveniences, Bus Shelters, Bus Services, Tourism, Community Events, Sport and the Arts, The Mayoralty, Street Scene Enhancements, Littlehampton Museum, Street Lighting, Community Grants and Town Centre Parking		
	Website Documents available for inspection at Manor House Hard Copy – Contact Town Clerk	Free Free Free (if copies remain from print run) or 10p/sheet
Additional Information Freedom of Information Publication Scheme Guidance Notes Training and Development Policy	Website Documents available for inspection at Manor House	Free Free

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Copying 0.6p, Paper & Administration Charge 9.4p per copy (including VAT)
	Photocopying (colour) Not Available	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Supply Information not listed in publication scheme	£10 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum Charge £10)	Average Wage Costs estimated as top of Scale 3 + employer national insurance contribution
Statutory Fee	N/A	In accordance with the relevant legislation