

Information available from Brightlingsea Town Council under the Freedom of Information Act Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies Postal and email address	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Contact details for Town Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Location of main Council office and accessibility details	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below

Staffing structure	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Finalised budget	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Precept	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Borrowing Approval letter	n/a	
All items of expenditure above £100	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Financial Standing Orders and Regulations	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below

Grants given and received	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
List of current contracts awarded and value of contract	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Members' allowances and expenses	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Town Plan	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Annual Report to Parish or Community Meeting	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Quality status	n/a	
Local charters drawn up in accordance with DLUHC's guidelines	n/a	

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Agendas of meetings (as above)	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Responses to consultation papers	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Responses to planning applications	email: townclerk@brightlingseatowncouncil.gov.uk	See below
Bye-laws	email:	See below

	townclerk@brightlingseatowncouncil.gov.uk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
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 • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Class 6 – Lists and Registers Currently maintained lists and registers only.	Some information may only be available by inspection	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Assets register, including details of public land and building assets	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Register of members' interests	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below

Register of gifts and hospitality	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
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		
Allotments	Website: www.brightlingseatowncouncil.gov.uk or email: townclerk@brightlingseatowncouncil.gov.uk	See below
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Parks, playing fields and recreational facilities	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Seating, litter bins, clocks, memorials and lighting	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Bus shelters	Email: townclerk@brightlingseatowncouncil.gov.uk	See below
Markets	n/a	See below
Public conveniences	n/a	
Agency agreements	n/a	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Email: townclerk@brightlingseatowncouncil.gov.uk	See below

Additional Information Information not itemised in the lists above		
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Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (black & white)	Actual cost *
	Photocopying (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred

Contact Details:

Town Clerk, Brightlingsea Town Council, The Parish hall, Victoria Place, Brightlingsea CO7 0BP

Email: townclerk@brightlingseatowncouncil.gov.uk

Telephone: 01206 303535

Adopted at Full Council Meeting 16th May 2024.

To be reviewed May 2025.