

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

The Freedom of Information Act came into force at the beginning of 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires Sevenoaks Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available, and whether the Council will charge for providing the information and if so the level of charge.

Information to be published	How the information can be obtained
Class 1: Council Internal Practice and Procedure	
Minutes of council, committees and sub-committee meetings – limited to the last 2 years	STC website / STC Council Offices
Video recordings of council and committee meetings – available until the Minutes of that meeting have been accepted by the next Town Council meeting	STC YouTube channel Link available from related Agenda and Minutes
Procedural Standing Orders	STC website/ STC Council Offices
Councils Annual Report to Parish Meeting	STC website/ STC Council Offices
Class 2: Code of Conduct	
Members Declaration of Acceptance of Office	STC website/ STC Council Offices
Members register of Interests	STC website/ STC Council Offices
Register of Interests Book	STC website/ STC Council Offices
Class 3: Periodical Electoral Review	
Information relating to the last Periodic Electoral Review of the council area	STC Council Offices
Information relating to the last boundary review of the council area	STC Council Offices

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 4: Employment Practice and Procedure	
Terms and Condition of Employment	STC Council Offices
Job descriptions	STC Council Offices
Class 5: Planning Documents	
Responses to planning applications	STC Council Offices / Website
Class 6: Audit and Accounts	
Annual Return Form – limited to the last financial year	STC website/ STC Council Offices
Annual Statutory Report by auditor (internal and external) – limited to the last financial year	STC Council Offices
Receipt / Payment reports, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	STC Council Offices
Precept request – limited to last financial year	STC website/ STC Council Offices
VAT records – limited to the last financial year	STC Council Offices
Financial Standing Orders and Regulations	STC website/ STC Council Offices
Assets Register – this will include details of commons / village greens owned by the Council including management schemes for commons as well as community centres and recreation ground.	STC Council Offices
Risk Assessments	STC Council Offices
Class 7: Development and Implementation of Policy	
Policy Statements issued by Council	STC Council Offices / Website
Responses made by council to consultation papers	STC Council Offices
Analysis of responses received to public consultation by the Council	STC Council Offices
Complaints handling procedure	STC Council Offices/ Website
Class 8: Byelaws	Not applicable

Sevenoaks Town Council – Guide to Information

(Freedom of Information Publication Schedule)

Class 9: Council Circulars / Newsletters	
Town Guide	STC Council Offices
History of town	STC Council Offices / STC Website
Town Crier	STC website/ STC Council Offices
Class 10: Arts, Entertainment & Tourist Information	
Details relating to the Stag Community Arts Centre	STC Council Offices / Website / Stag
Details relating to the Tourist Information Centre	STC Council Offices / Website
Class 11: Allotments	
Plans	STC Council Offices
Standard Tenancy Agreement	STC Council Offices
Class 12: Burial Grounds	
Plans	STC Council Offices / Greatness Park Cemetery
General Policies	STC Council Offices / Greatness Park Cemetery

Contact Details:

Sevenoaks Town Council, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

Tel: 01732 459953 Fax: 01732 742577 Email: council@sevenoakstown.gov.uk

Website: www.sevenoakstown.gov.uk

Fees and Charges

Upon request one paper copy of each document will be photocopied and posted free of charge to residents of Sevenoaks Town.

For non residents documents will be photocopied at £0.10 per page and charged normal rate of postage.