

## 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.

| <b>Information to be published</b>  | <b>How the information can be obtained</b> |
|---|--|
| <b>Class 1: Council Internal Practice and Procedure</b>                                 |  |
| Minutes of council, committees and sub-committee meetings – limited to the last 2 years | STC website / STC Council Offices          |
| Procedural Standing Orders  | STC website/ STC Council Offices           |
| Councils Annual Report to Parish Meeting  | STC website/ STC Council Offices           |
|   |  |
| <b>Class 2: Code of Conduct</b>   |  |
| 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           |
|   |  |
| <b>Class 3: Periodical Electoral Review</b>   |  |
| 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                        |
|   |  |
| <b>Class 4: Employment Practice and Procedure</b>                                       |  |
| Terms and Condition of Employment   | STC Council Offices                        |
| Job descriptions  | STC Council Offices                        |

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|   |                                   |
| <b>Class 5: Planning Documents</b>  |                                   |
| Responses to planning applications  | STC Council Offices / Website     |
|   |                                   |
| <b>Class 6: Audit and Accounts</b>  |                                   |
| 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               |
|   |                                   |
| <b>Class 7: Development and Implementation of Policy</b>  |                                   |
| 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      |
|   |                                   |
| <b>Class 8: Byelaws</b>   | Not applicable                    |
|   |                                   |
|   |                                   |
| <b>Class 9: Council Circulars / Newsletters</b>   |                                   |
| Town Guide  | STC Council Offices               |
| History of town   | STC Council Offices / STC Website |

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|--|---|
| Town Crier   | STC website/ STC Council Offices              |
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| <b>Class 10: Arts, Entertainment &amp; Tourist Information</b> |   |
| Details relating to the Stag Community Arts Centre             | STC Council Offices / Website / Stag          |
| Details relating to the Tourist Information Centre             | STC Council Offices / Website                 |
|  |   |
| <b>Class 11: Allotments</b>                                    |   |
| Plans  | STC Council Offices                           |
| Standard Tenancy Agreement                                     | STC Council Offices                           |
|  |   |
| <b>Class 12: Burial Grounds</b>                                |   |
| Plans  | STC Council Offices / Greatness Park Cemetery |
| General Policies   | STC Council Offices / Greatness Park Cemetery |
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### Contact Details:

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Tel: 01732 459953 Fax: 01732 742577 Email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

Website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk)

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### **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.