



WESTGATE-ON-SEA TOWN COUNCIL

PUBLICATION SCHEME

ADOPTED: 6th September 2022

LAST REVIEW: May 2026

NEXT REVIEW: May 2027

This is a rolling document, kept under regular review and updated to reflect any changes to Council policies or publications.

The scheme commits our authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information	How the information can be obtained
Who we are and what we do?	(website, newsletter, Facebook or hard copy)
Town Councillor details	website, newsletter, Facebook
Office details and contact information	website, newsletter, Facebook
Council staff and their roles	website
Ward Councillor information	Newsletter
Committees' membership	Newsletter
What we spend and how we spend it	(website or hard copy)
Annual Returns	website and hard copy
Annual Reports	website and hard copy
Financial Regulations	website and hard copy
Finance Reports	website and hard copy
Grants and Donations	website and hard copy
Public Rights	website and hard copy
Statement of Internal Control	website and hard copy
Annual Risk Assessment Scheme	website and hard copy
Budget/Precept	website and hard copy
List of contracts awarded and value of contracts	hard copy
What our priorities are and how we are doing	(website or hard copy)
Town Council Forward Plan 2020-24	Website
Town Council Action Plan 2022	Website
Town Council Budget	Website
Community Emergency Plan	Website
Neighbourhood Development Plan	Website
How we make decisions	(website or hard copy)
Agendas	Website and hard copy
Minutes	Website and hard copy
Meeting Timetable	Website and hard copy
Our policies and procedures	(website or hard copy)
Standing Orders	Website and hard copy
Terms of Reference and Schemes of Delegations	Website and hard copy
Code of Conduct	Website and hard copy
Statutory Powers	Website and hard copy
Data Protection Policy	Website and hard copy
Lone Working Policy	Website and hard copy
Social Media Policy	Website and hard copy
Recruitment Policy and details of current vacancies	Website and hard copy
Website Policy	Website and hard copy
Press and Media Policy	Website and hard copy
Request for Information Policy	Website and hard copy
Cyber Policy	Website and hard copy
Equalities and Diversity Policy	Website and hard copy

Vexatious Complaints Policy	Website and hard copy
Complaints Procedure	Website and hard copy
Privacy Policy	Website and hard copy
Health and Safety Policy	Website and hard copy
Volunteer Policy	Website and hard copy
Smoking Policy	Website and hard copy
Environment Policy	Website and hard copy
Expenses and Allowances Policy	Website and hard copy
Small Grants Scheme Policy	Website and hard copy
Virtual Meeting Policy	Website and hard copy
Safeguarding Policy	Website and hard copy
Training and Development Policy	Website and hard copy
Disciplinary Policy	Website and hard copy
Grievance Policy	Website and hard copy
Procurement Policy	Website and hard copy
Retention and Record Management Policy	Website and hard copy
IT Policy	Website and hard copy
Lists and registers	(website or hard copy)
Town Councillor Declarations of Pecuniary Interest	Hard copy
Register of Gifts and Hospitality	Hard copy
Assets Register	Hard copy
The services we offer	(website, newsletter, Facebook or hard copy)
Allotments	Website
Events and initiatives for the local community	Website, newsletter, Facebook
Councillors Surgery	Newsletter
Community Surgery	Newsletter
Defibrillators in the Community	Website
Bleeding Control Kits	Website
Town Council News Magazine	Hard copy
Annual Town Meeting	Website
Small Grants Funding Scheme	Website
Recreation Ground including hire of football pitch	Website
Jigsaw and book exchange	Newsletter and Facebook

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

Contact Details

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred