



Adopted 06.09.2022 Review due 09.2023

Westgate on Sea Town Council

Publication Scheme

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

Who we are and what we do?

Town Councillor details
Office details and contact information
Council staff and their roles
Ward Councillor information
Committees' membership
Membership of outside bodies
Parish Council Orders February 2015

What we spend and how we spend it.

Annual Returns
Annual Reports
Financial Regulations
Finance Reports
Grants and Donations
Public Rights
Statement of Internal Control
Annual Risk Assessment Scheme

What our priorities are and how we are doing.

Town Council Forward Plan 2020-24
Town Council Action Plan 2022
Town Council strategy (budget)
Community Emergency Plan
Draft Neighbourhood Development Plan

How we make decisions.

Agendas
Minutes
Meeting Timetable

Our policies and procedures.

Standing Orders
Terms of Reference and Schemes of Delegations
Code of Conduct
Statutory Powers
Data Protection Policy
Lone Working Policy
Councillors Email Policy
Staff Email Policy
Social Media Policy
Recruitment Policy
Website Policy
Press and Media Policy
Request for Information Policy
Cyber Policy
Equalities and Diversity Policy
Vexatious Complaints Policy
Complaints Procedure
Privacy Policy
Health and Safety Policy
Volunteer Policy
Smoking Policy
Environment Policy
Expenses and Allowances Policy
Small Grants Scheme Policy
Virtual Meeting Policy
Safeguarding Policy
Training and Development Policy
Disciplinary Policy
Grievance Policy
Procurement Policy
Record Management and Retention Policy

Lists and registers.

Town Councillor Declarations of Pecuniary Interest
Register of Gifts and Hospitality

The services we offer.

Allotments
Street Cleansing
Consultees for Planning Applications
Speedwatch
Events and initiatives for the local community
Community Surgery
Foodbank Donation Point
Recycling Schemes
Defibrillators in the Community
Community Space for local groups
Town Council News Magazine
Annual Town Meeting
Public Town Litter and Grit Bins
Photocopying/Printing
Small Grants Funding Scheme
Local Newspapers collection point
Recreation Ground including hire of football pitch
Seafront shelters
Facilitate the Community Safety Steering Group
Provision and maintenance of Christmas lighting in the town
Support the Community Shield Scheme
Book Exchange
Information sharing across various mediums including the website,
Facebook and at the office

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.