



Information available from Sandown Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website Hard copy posted Email	Free 10p + postage Free
Who's who on the Council and any Committees	Website Hard copy from Clerk	
Contact details for Town Clerk and Council members (named contacts with email address)	Website Notice Board Hard copy from Clerk	
Location of main Council office and accessibility details	Website Town Notice Board	
Staffing structure	website	N/A
Class 2 – What we spend and how we spend it (Financial Information - Current and previous financial year)	How the information can be obtained	
Annual return form and report by auditor	Notice board at audit Hard Copy from Clerk Website	
Finalised budget	Website Hard Copy from Clerk	
Precept (In Minutes & Accounts)	Website Hard Copy from Clerk	
Borrowing Approval letter	Hard Copy from Clerk	
Financial Standing Orders and Regulations	Hard Copy from Clerk Website	

Grants given and received	Minutes on Website – Transparency Code Hard Copy from Clerk	
List of current contracts awarded	Website Transparency Code Hard Copy from Clerk	
Members' allowances and expenses, if applicable	Hard Copy from Clerk	
Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website	
Agendas of meetings (as above)	Notice sboard Website	
Minutes of meetings	Website Hard Copy from Clerk	
Reports presented to council meetings (current meeting only)	Website	
Responses to consultation papers (current meeting only)	Minutes on website Hard Copy from Clerk	
Responses to planning applications	Minutes on Website IWC planning website	
Bye-laws	None/Not available	

Class 5 – Our policies and procedures Current information only	Information Source	
Committee terms of reference Delegated authority in respect of officers – if applicable Code of Conduct Other Policy statements	Hard Copy from Clerk Minutes on website Hard copy from Clerk Website Website	
Policies Provision of services and staff. Internal policies relating to the delivery of services: Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedure	Website Website Website Website Website and email Website Hard Copy from Clerk	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	

Class 6 – Lists and Registers Currently maintained lists and registers only	Information Source	
Any publicly available register or list		
Assets Register	Copy from Clerk	
Disclosure log	None	N/A
Register of members' interests	Website or IW Council	Free
Register of gifts and hospitality	Viewing only(Clerk)	Free
Class 7 – The services we offer Current information only		
Broadway Centre Meeting rooms and hall hire	Website Transparency Code	
Recreation Facilities at Sandham Gardens Skate Parks MUGA Steven Jenkins Playground Adizone	Assets Register (viewing only)	Free
Seating	Assets Register (viewing only)	Free
Public conveniences Yaverland Toilets St John's Road Toilets Eastern Gardens Toilets	Assets Register (viewing only) Transparency Code details on website	N/A
Los Altos Park public open space	Assets Register (viewing only)	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A

Contact details:

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