



ARUNDEL TOWN COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

This publication scheme incorporates regularly-requested items publicly available under the Freedom of Information Act. Requests for hard copies of documents or for other information should be addressed to the Town Clerk.

The Council's website contains a wealth of information, so the Council would recommend first visiting the website at www.arundeltowncouncil.gov.uk.

All of the information below can be obtained from the Council's website.

Information
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)
Who's who on the Council and its Committees
Email addresses for Town Clerk and Council members
Location of main Council office and accessibility details
Staffing structure
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)
Annual Return Form
Borrowing Approval letter – N/A
Financial Regulations
Grants given and received
List of current contracts awarded and value of contract – N/A
Members' allowances and expenses – N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)
Annual Reports
Class 4 – How we make decisions (Decision making processes and records of decisions)
Timetable of meetings
Agendas of meetings
Minutes of meetings



Reports presented to council meetings N.B. excludes properly regarded exempt reports
Responses to consultation papers
Responses to planning applications
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)
Policies and procedures for the conduct of council business:
Standing Orders
Committee and Sub-Committee Terms of Reference
Delegated authority in respect of Officers (Scheme of Delegation)
Code of Conduct
Policies and procedures for the provision of services and about the employment of staff:
Internal policies relating to the delivery of services
Internal policies relating to personnel
Equal Opportunities policy
Safety, Health & Environment policy
Policies and procedures for handling requests for information
Complaints procedures
Records management policies
Data protection policies
Schedule of charges (for the publication of information)
Class 6 – Lists and Registers (Currently maintained lists and registers)
Any publicly available register or list N.B. Some information may be available for inspection only
Asset Register
Register of members' interests
Register of gifts and hospitality
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
Seating, clocks and lighting
Bus shelters



Newsletters and publications

A summary of services for which the council is entitled to recover a fee, together with those fees
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Contact details:

Town Clerk, Arundel Town Council, Arundel Town Hall, Maltravers Street, Arundel, West Sussex BN18 9AP.

Tel: 01903 881567

email: TownClerk@arundeltowncouncil.gov.uk

Website: www.arundeltowncouncil.gov.uk

Schedule of Charges:

The price schedule for photocopying is contained in the Council's annual budget and is published on the Council's website.

Adopted by Full Council on 13th February 2020