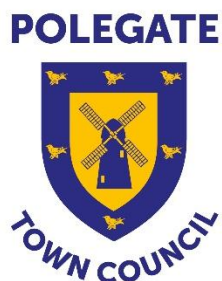


Polegate Town Council



PUBLICATION SCHEME

Policy Number 44		
Issue No.	Date completed	Details of amendments
1	11.05.26	Adopted at Annual Stat meeting

Information to be published	How the information can be obtained	Cost	Website Links
Class 1 – Who we are and what we do			
Polegate Town Council This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website	Free	
	Printed	10p per sheet 20p if double sided	
Who’s on the Council and it’s Committees	Website	Free	
	Printed	10p per sheet 20p if double sided	
Contact details for Town Clerk and Council Members (Named contacts where possible with telephone number and email address (if used))	Website	Free	
	Printed	10p per sheet 20p if double sided	
Location of main Council office and Accessibility details	Website	Free	
	Printed	10p per sheet 20p if double sided	
Staffing Structure	Website	Free	
	Printed	10p per sheet 20p if double sided	
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) Current and previous financial year as minimum	Printed	10p per sheet (20p if double sided)	
Annual Return form and report by Auditor	Website	Free	
	Printed	10p per sheet 20p if double sided	

Finalised Budget	Website Printed	Free	
N.B This will exclude information that is properly regarded as private to the meeting.		10p per sheet 20p if double sided	
Precept	Printed	10p per sheet (20p if double sided)	
Borrowing Approval Letter	Printed	10p per sheet (20p if double sided)	
Financial Standing Orders and Regulations	Website	Free	
	Printed	10p per sheet 20p if double sided	
Grants given and received	Website	Free	
	Printed	10p per sheet 20p if double sided	
List of current contracts awarded and value of contract	Printed	10p per sheet (20p if double sided)	
Members' allowances and expenses	Website	Free	
	Printed	10p per sheet 20p if double sided	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)			
Masterplan	Printed	10p per sheet 20p if double sided	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free	
	Printed	10p per sheet 20p if double sided	
Quality status	Website	Free	