

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
Oaklands, Stade Street, Hythe, CT21 6BG

www.hythe-tc.gov.uk

admin@hythe-tc.gov.uk

01303 266152

PUBLICATION SCHEME POLICY

WWW.HYTHERTC.GOV.UK/POLICIES/GDPR

This Policy was adopted by the Council at its meeting held on: 01 September 2022

Minute 136/22

This Policy was revised by the Standing Orders Committee at its meeting held on: 11 October 2022

Minute 180/22

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG



This information is available from Hythe Town Council under the Freedom of Information Act Model Publication Scheme

This template guide covers only information we currently hold. If not it will marked it as 'Not Held' in the table.

All information is available on the Hythe Town Council website by following the links below.

Hard copies are available upon request.

Information to be Published	How the Information can be obtained
Who we are and what we do. (Organisational information, structures, locations, and contacts) Current information only	Hythe Town Council - who are we? Corporate Plan - what do we do? Councillor Contact Details Ways to contact us
List of Council members, their responsibilities and a list of Council Committees Details of any representation on local public bodies	List of Councillors Committee Structure
Postal and email address Contact details for Parish Clerk and Council members. Where possible, provide named contacts including contact phone numbers and email addresses	Hythe Town Council Council Offices Stade Street Hythe Kent CT21 6BG Phone 01303 266152 Email Clerk@Hythe-tc.gov.uk
Location of main Council office and accessibility details.	Hythe Town Council Council Offices Stade Street Hythe Kent CT21 6BG Disabled access to the Council offices is via the Library and Museum, during Library opening hours.
Staffing Structure	Staff Structure
What we spend and how we spend it.	Most Financial information can be found on the Finance page on the HTC website Financial Budgets



Financial information regarding projected and actual income and expenditure, procurement, contracts, and financial audit Current and previous financial year as a minimum	<u>Financial Regulations</u> <u>Procurement</u> <u>Annual Governance Return 2021/22</u> <u>Annual Governance Return 2020/21</u>
Statement of accounts and internal audit report in the format included in the Annual Return form.	<u>Annual Governance Return 2021/22</u> <u>Annual Governance Return 2020/21</u>
Finalised budget	<u>Proposed Budget 2022.23 - ratified at council 15 December 2022</u> <u>Anticipated Income for 2023/24</u> <u>Expected Expenditure for 2023/24</u>
Precept	<u>The Precept can be found at the top of the Finance page on the website</u>
Borrowing Approval letter	Not applicable
All items of expenditure above £100	<u>A list of all expenditures can be found on the Finance page under the heading Purchasing and Payments</u>
Financial Standing Orders and Regulations	<u>Financial Regulations</u>
Grants given and received	Need link
List of current contracts awarded and value of the contract	Need link
Members' allowances and expenses	Not applicable – Councillors do not receive any.
What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews) Current and previous year as a minimum	<u>Strategic Plan for Hythe</u> <u>Business Plan 2022.23</u> <u>Corporate Plan</u> <u>Internal Audit year ended 31 March 2022</u> <u>Policies reviewed through the Standing Orders committee</u>
Annual governance statement in format included in the Annual Return form.	<u>AGAR 2021.22</u>
Parish Plan	See Strategic Plan
Annual Report to Parish or Community Meeting	<u>Annual Town Reports</u>



Quality status	None yet – applied for 2022 – in progress
Local charters drawn up in accordance with DLUHC's guidelines.	To follow
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g., Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	To follow
How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum.	<u>Full Council Agendas and Minutes</u> <u>Plans and Works Agendas and Minutes</u> <u>Finance and General Purposes Agendas and Minutes</u>
Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings)	<u>All meeting dates are published on the bottom of the Hythe Town Council homepage on the website.</u> Hard copies are also published on the HTC noticeboards outside Oaklands offices and the Town Hall
Agendas of meetings (as above)	<u>Agendas and Minutes</u> Hard copies are also published on the HTC noticeboards outside Oaklands offices and the Town Hall
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure.	<u>Agendas and Minutes</u> Hard copies are also published on the HTC noticeboards outside Oaklands offices and the Town Hall
Reports presented to Council meetings – excluding material that is properly considered to be exempt from disclosure.	Reports can be found on the Agendas and Minutes pages. <u>Agendas and Minutes</u> as supporting documents. Apart from Monthly Header Reports for Finance that can be found under Finance on the website. <u>Finance Page</u>
Responses to consultation papers	Found on the Finance page in reports to Finance and General Purposes. <u>Finance Page</u>
Responses to planning applications	<u>Plans and Works Agendas and Minutes</u>



Bylaws.	To follow
Our Policies and Procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	<u>Policies</u> <u>Protocols</u> <u>Corporate Plan</u>
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<u>Standing Orders</u> To follow To follow <u>Councillor Code of Conduct</u> <u>Policy Statements can be found on the website under 'About the Council'</u>
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services. • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	All policies can be found on the Policies webpage of the HTC website. <u>Policies</u>
Records management, personal data, and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	<u>Policies</u>



Lists and Registers Currently maintained lists and registers only.	Some information may only be available by inspection. To follow
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	To follow
Assets register, including details of public land and building assets	<u>Asset Register</u>
Disclosure log indicating information provided in response to FOIA and EIR requests. These are recommended as good practice	To follow
Register of members' interests	Each Councillors Interests will be found on the website under each individual councillor profile. <u>Councillors</u>
Register of gifts and hospitality	To follow
The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	<u>Newsletter</u> <u>Services</u>
Allotments	<u>Allotments</u>
Burial grounds and closed churchyards	HTC do not own any burial grounds or closed churchyards.
Community centres and village halls	
Parks, playing fields and recreational facilities	<u>Facilities</u>
Seating, litter bins, clocks, memorials, and lighting	The clock situated on the Town Hall in Hythe High Street is owned by HTC. The War Memorial along the Hythe canal is maintained by FHDC. A number of memorial benches have been installed in Oaklands and these are owned by Davis Oaklands Charitable Trust. HTC own and maintain one streetlight along the pathway by the bench on Hythe Green.



Bus shelters	To follow
Markets	To follow
Public conveniences	There is a public convenience building behind the library in Oaklands this is maintained by FHDC.
Agency agreements	Not applicable
Services for which we are entitled to recover a fee and details of those fees (e.g., burial fees)	Not applicable
Additional Information Information not itemised in the lists above	

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred

