

SNODLAND TOWN COUNCIL

FREEDOM OF INFORMATION ACT 2000

Snodland Town Council adopted the Model Publication Scheme on 10th December 2008.

The 'Model' commits a public authority to produce and publish the method by which specific information will be available so that it can be easily accessed by members of the public.

In accordance with the Freedom of Information Act 2000, information is available for public access either by: -

- 1) The Snodland Town Council web site.
- 2) in person at the Council Offices, Town Hall, Waghorn Rd, Snodland, Kent ME6 5BQ, during usual office opening hours (Monday – Friday 9.30am – 12.30pm and 1.30pm – 4pm.).
- 3) Snodland Town Notice boards.
- 4) By post.

Snodland Town Council will make a charge of 10p for a one sided A4 sheet photocopy and will charge the standard postage rate where applicable.

All written requests should be made to the Town Clerk or the Chairman of the Council, all other requests may be dealt with by Council Office Staff.

Our aim is to deal with your request for information promptly and within 20 working days from receipt of your request.

The Following Information is available by at least one of the above methods:-

1) WHO WE ARE AND WHAT WE DO

Snodland Town Council is made up of 15 elected members of the public, who take on the role of Town Councillors for a period of four years.

The Council Office is managed by the Town Clerk, and two part time assistant officers, who deal with the day to day running of the Council.

There are two members of ground maintenance personnel and two members of cleaning staff.

2) WHAT WE SPEND AND HOW WE SPEND IT

Annual Return Form

Annual Statutory Report by Auditor (Internal and External).

Precept Request.

Financial Regulations.

Terms and Conditions of employment*.

Job Descriptions * EXCLUSIONS – Personal records i.e. performance appraisals, specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the protection of the Data Protection Act 1998.

3) WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Annual Report for Town Meeting.

Policy statements issued by the Council.

Responses to Consultation papers.

4) HOW WE MAKE OUR DECISIONS

Timetable of meetings.

Agendas.

Responses to Planning applications.

Procedural Standing Orders.

Members Register of Interests.

Minutes of Council and Council committee meetings (not in draft form).

5) OUR POLICIES AND PROCEDURES

Protocol for attending Town Council and Town Council committee Meetings.

Equal Opportunities Statement.

Health & Safety Policy.

Disability Discrimination.

Disciplinary Procedure.

Grievance Procedure.

Risk Assessments.

Burial Ground Regulations.

Fees and Charges for the use of Council owned facilities.

6) LISTS AND REGISTERS

Burial ground records.

Members register of interests.

Hospitality Register.

Asset Register.

7) THE SERVICES WE OFFER

Snodland Town Council is responsible for the following:-

Potyns sports field	Brookland Lake
All Weather Pitch	Cricket Meadow
Snodland Cemetery	Museum
Holborough Park	Devonshire Rooms
Willowside	Some Street Lighting
Recreation Ground	Snodland Friday Market
Nevill Park	Town Special Events
Allotments (Birling Lands & Sloughfields).	Litter Bins in open spaces.

EXCLUSIONS – Copies of Planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way / Footway Maps all of which are available from the local planning Authority (Tonbridge and Malling Borough Council) and / or the Highway Authority (KCC) respectively.