

Information available from Faversham Town Council

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Class1 - Who we are and what we do (Current information)	Hard copy on application to the Town Clerk and/or website at: www.faversham.org
Who's who on the Council and its Committees	
Contact details 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 (Current and previous year as a minimum)	Hard copy on application to the Town Clerk and/or website at: www.faversham.org
Annual return form and report by auditor	
Finalised budget	
Precept	
Grants given and received	
Members' allowances and expenses	
Class 3 – What our priorities are, and how we are doing	Hard copy on application to the Town Clerk and/or website at: www.faversham.org
Annual Report to Town Meeting (this will be the current and previous year as a minimum)	
Quality status	
Strategies and plans, performance indicators, audits, inspections and reviews	
Class 4 – How we make decisions	Hard copy on application to the Town Clerk
Timetable of meetings (Council, any committee/sub-committee and working party meetings and town meetings)	
Agendas of meetings (as above)	
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting.	

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Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
Class 5 – Our policies and procedures (Current information only)	Hard copy on application to the Town Clerk
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Committee and sub-committee terms of reference • Code of Conduct • Policy statements 	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Complaints procedures (including those covering requests for information and operating the publication scheme) 	
Schedule of charges (for the publication of information)	
Class 6 – Lists and Registers (Currently maintained lists and registers only)	Hard copy. Some information may only be available by inspection
Any publicly available register or list (if any are held this should be published; in most circumstances existing access provisions will suffice)	
Assets Register	
Register of members' interests	
Register of gifts and hospitality	
Class 7 – The services we offer (Current information only)	Hard copy. Some information may only be available by inspection
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Faversham Guildhall and Front	

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Brents Jetty)	
Additional Information Information that is not itemised in the lists above	On application to the Town Clerk
To be considered on application	

Contact details:

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Faversham Town Council
The Alexander Centre
Preston Street
Faversham Kent
ME13 8NY

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(Normal offices hours are Monday to Friday, 9am – 1 pm)