

Information available from Rye Town Council under the Freedom of Information Act model publication scheme.

Information published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	website (www.ryetowncouncil.gov.uk) hard copy – contact Clerk Annual Report email attachment – contact Clerk	free 3p/sheet 30p (free to parish-ioners) free
Contact details for Town Clerk and Council members	website hard copy – contact Clerk Annual Report Town Hall noticeboard email attachment – contact Clerk	free 3p/sheet 30p (free to parish-ioners) free free
Location of main Council office and accessibility details	website Rye Town Hall, Market Street, Rye TN31 7LA 01797 223902 01797 227706 (fax) townhall@ryetowncouncil.gov.uk Opening hours: Mon-Thurs, 9am-1pm	free
Staffing structure	website hard copy – contact Clerk	free 3p/sheet
Class 2 – What we spend and how we spend it		

Annual Return Form and report by auditor	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Budget/Precept calculation	website hard copy – contact Clerk email attachment –contact Clerk	free 3p/sheet Free
Borrowing Approval Letter	Hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Annual Accounts	website hard copy – contact Clerk email attachment – contact Clerk	Free 3p/sheet free
Financial Regulations	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Grants given and received	website hard copy – contact Clerk	free 3p/sheet
List of current contracts awarded and value of contract	hard copy – contact Clerk	3p/sheet
Members' allowances and expenses	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Class 3 – What our priorities are and how we are doing		
Town Plan	www.ryeneighbourhoodplan.org.uk	free
Annual Report – current and previous year	website hard copy – contact Clerk	free 30p (free to parish-ioners)
Quality status (accreditation criteria)	hard copy – contact Clerk	3p/sheet
Class 4 – How we make decisions		
Timetable of meetings	website hard copy – contact Clerk	free 3p/sheet

Agendas of meetings	website hard copy – contact Clerk email attachment – contact Clerk Town Hall noticeboard (min 3 days before meeting)	free 3p/sheet free free
Minutes of meetings (<i>excluding confidential Minutes</i>)	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Reports presented to council meetings (<i>excluding confidential material</i>)	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Responses to consultation papers	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Responses to planning applications	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business		
Standing Orders	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Council/Committees Terms of Reference	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Delegated authority in respect of officers	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Code of Conduct	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Policies and procedures for the provision of services and about the employment of staff		
Annual leave entitlement	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free

Complaints procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Disciplinary procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Equal opportunities statement	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Freedom of information – model publication scheme	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Grievance procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Health & safety	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
ICT policy	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Recruitment procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Sickness scheme	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet Free
Information and Data Protection Policy	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet Free
Document Retention and Disposal Policy	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Schedule of charges (for the publication of information)	See page 6 of this document	free

Class 6 – Lists and Registers		
Assets register	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Register of Members' interests	hard copy – contact Clerk by inspection	3p/sheet free
Register of gifts and hospitality	hard copy – contact Clerk by inspection	3p/sheet free
Class 7 – The services we offer		
Cottage (residential accommodation)	hard copy – contact Clerk by inspection	3p/sheet free
Discounted Accommodation Scheme	hard copy – contact Clerk by inspection	3p/sheet free
Finger posts (black & gold)	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Rye Heritage Centre	web site (www.ryeheritage.co.uk) hard copy – contact Clerk	free 3p/sheet
Rye Town Steward Scheme	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Information sheet: seagulls	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Meeting space (Town Hall Chamber)	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Skate Park	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Playing Field (Freda Gardham)	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Rye Pre-School Playgroup, Ferry Road	hard copy – contact Clerk by inspection	3p/sheet free
Street collection permits (<i>under delegation</i>)	hard copy – contact Clerk	3p/sheet

	email attachment – contact Clerk	free
Weddings & civic ceremonies	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Additional Information		
Risk assessments (current)	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Rye Relief in Need (the Council's charity)	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free

Contact details: Town Clerk, Town Hall, Rye TN31 7LA

01797 223902

townhall@ryetowncouncil.gov.uk

www.ryetowncouncil.gov.uk

Normal opening hours: Monday-Thursday, 9am-1pm

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 3p per sheet (black & white)	Actual direct costs
	Photocopying @ 7p per sheet (colour)	Actual direct costs
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation

Adopted by Rye Town Council, May 2018