



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L. Djuve-Wood

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Information Publication Policy

Manningtree Town Council has adopted the Model Publication Scheme published by the Information Commissioner's Office and makes the following information available to the general public.

It is our policy, where practicable, to supply information via our website as this is the most cost-effective method. However, for those individuals who do not wish to access such information online then an alternative is offered. A charge may be made for supplying information in other forms.

Some information is only available by viewing in person and in these instances the clerk should be contacted, (as above), so that an appointment to view the information can be arranged. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information it will do so. Obligations under disability and discrimination legislation, and any other legislation, to provide information in other forms and formats will be adhered to when providing information in accordance with this policy.

Classes of information:

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and Registers**
- **The Services we offer**

Information available:

Who we are and what we do

Contact details for Manningtree Town Council are available on our website, noticeboards, at the clerk's office and outside the Community Room

A list of Councillors with contact details is available on our website, noticeboards and at the clerk's office

An explanation of how the council is made up; how councillors are appointed; how the Mayor and Deputy Mayor are appointed; how often the council meets and where. This information is available on our website and at the clerk's office.

What we spend and how we spend it

The Annual budget is available on our website, noticeboards and at the clerk's office (please telephone to make an appointment)

The Financial Regulations and Annual Accounts are available at the clerk's office.

What our priorities are and how we are doing

Our priority is to serve the people of Manningtree. We work closely with neighbouring parish councils, especially Lawford and Mistley and local organisations. We inspect our assets (including trees) annually and deal efficiently with any issues arising.

How we make decisions

Manningtree Town Council makes the majority of its decisions at monthly council meetings. These decisions, after discussion of the issues, are recorded and minutes of each meeting are available on our website, noticeboards, in the local Community Magazine and at the clerk's office.

Financial decisions are made in accordance with our Financial Regulations which are available at the clerk's office.

Other decisions are made in accordance with NALC Standing Orders which are available at the clerk's office.

Our policies and procedures

Our councillors carry out their duties in accordance with the Good Councillors' Guide; the Model Code of Conduct and NALC standing orders. Our financial policies and procedures are outlined in our Financial Regulations. All these documents are available at the clerk's office

It is worth pointing out that a Public Voice session is part of every regular council meeting. The Town Council is always ready to receive ideas and suggestions from the public.

Lists and Registers

Our Register of Councillors' Disclosable Interests is kept by Tendring District Council. Please contact their Monitoring Officer. Alternatively the Register is published on our website.

The Town Council maintains an Asset Register that includes lights, seats and other assets. The Town Council also helps to maintain the beach.

The Services we offer

The Community Room is available for hire for small meetings. Please contact Cllr. Dew for details.

Occasional press releases are made in the Manningtree and Harwich Standard

Leaflets of local interest are available in the Community Room

Posters of local interest are displayed on our noticeboards

A quarterly newsletter is circulated to residents and businesses

Recycling boxes from TDC are available from the Community Room on Tuesday and Friday mornings between 10:00 a.m. and noon.

Charges which may be made for Information published under this scheme

Our aim is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for routinely published material will be justified, transparent and kept to a minimum.

Material that is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- photocopying (at 15p. per A4 sheet, black and white)
- postage and packaging (actual cost of Royal Mail standard 2nd class)
- costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, (including the general principles of the right of access to information held by public authorities), justified and are in accordance with the published schedule of fees which is readily available to the public.

If a charge is to be made confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.