



VENTNOR TOWN COUNCIL

POLICY DOCUMENT

TOWN COUNCIL INFORMATION GUIDE

INTRODUCTION

Information available from Brading Town Council under the model publication scheme

Information to be published	How it can be obtained	Cost
CLASS 1 - WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts)		
Who is who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	The Council's web site or hard copy from the	Free from the Council's web site or 10p per
Location of main Council office and accessibility details	Winter Gardens	A4 sheet copy
Staffing structure		
CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor		
Finalised budget		
Precept	The Council's web site or hard copy from the	Free from the Council's web site or 10p per
Borrowing Approval letter	Winter Gardens	A4 sheet copy
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
CLASS 3 – WHAT OUR PRIORITIES AREA AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	The Council's web site or hard copy from the	Free from the Council's web site or 10p per
Annual Report	Winter Gardens	A4 sheet copy
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)		
Timetable of Meetings		
Agendas of Meetings	The Council's web site or hard copy from the	Free from the Council's web site or 10p per
Minutes of Meetings	Winter Gardens	A4 sheet copy
Reports presented to Council Meetings		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our		

services and responsibilities)

Standing Orders

Committee and Sub-committee Terms of Reference

Code of Conduct

Policy Statements

Equality & Diversity Policy

Health & Safety Policy

Recruitment Policies including current vacancies

Policies and Procedures for handling requests for information

Complaints Procedures

Information Security Policy

Records Management Policies

Data Protection Policies

CLASS 6 – LISTS AND REGISTERS (Some items may only be available by inspection)

Assets Register

Register of Members' Interests

Register of Gifts and Hospitality

By inspection at
the Winter
Gardens

No charge

CLASS 7 – THE SERVICES WE OFFER (Some items may only be available by inspection)

Allotments

Parks, Playing Fields and recreational facilities

Seating, litter bins, clocks, memorials and lighting

Bus Shelters

Public Conveniences

Agency Agreements

Services for which the Council is entitled to receive a fee

The Council's
web site or hard
copy from the
Winter Gardens

Free from the
Council's web
site or 10p per
A4 sheet copy

ADDITIONAL INFORMATION

The Council's web site is at: www.ventnor

The Winter Gardens Council Offices can be contacted:

Address: Winter Gardens, Pier Street, Ventnor, Isle of Wight PO36 1SZ

Phone: 01983 855162

Opening Hours 11am – 4pm, Monday to Thursday inclusive