



Freedom of Information Act

Guide to information available from Swanage Town Council under the model publication scheme

Adopted 13th March 2023

Information to be 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	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Contact details for Town Clerk and Council members	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Location of main Council office and accessibility details	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Staffing structure – Organisation Chart	www.swanage.gov.uk Hard copy – Council Offices	Free 10p

Class 2 – What we spend and how we spend it		
Final accounts (Annual Return) and report by auditor	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Financial Review	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Budget Report	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Precept information (Council Tax)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Financial Standing Orders and Regulations	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Grants given and received (included in minutes and Annual Financial Review)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Details of current contracts awarded and value of contracts	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Members' allowances and expenses	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Pay Multiple and Senior Salaries	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Payment schedules, including all individual items of expenditure	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Invitations to tender	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet

Class 3 – What our priorities are and how we are doing		
Corporate Plan	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Six-Monthly Priority Report (included in Council agenda papers)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Quarterly Budget Monitoring Reports (included in Finance and Governance Committee agenda papers)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Interim and Annual Internal Audit Reports (included in Council and Committee agenda papers)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Report	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Council Newsletter - Swanage Matters	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Swanage Community Strategic Plan	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Governance Statement	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Class 4 – How we make decisions		
Timetable of meetings	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Agendas of all Council and committee meetings and supporting papers – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Scheme of Delegation and Committee Terms of Reference	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet

Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	10p per sheet
Responses to consultation documents	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Responses to planning applications (included in minutes of Planning and Consultation Committee)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Local Bye-laws	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing Orders Financial Regulations Committee, Sub-Committee and Advisory Committee terms of reference Scheme of Delegation Councillors’ Code of Conduct Corporate Plan Members’ Allowance Scheme Members and Officers Protocol</p>	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Complaints Procedure (including requests for information and operating the publication scheme)</p> <p>Equality Policy</p> <p>Health and Safety Policy</p> <p>Recruitment Policies (including current vacancies)</p> <p>Data Protection Subject Access Request Form</p>	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Information security policy (in course of preparation)	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Record retention policy (in course of preparation)	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Data Protection Privacy Notice	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>10p per sheet</p>
Website Accessibility Policy	www.swanage.gov.uk	Free
Schedule of Charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Any publicly available register or list (e.g. Allotment Register and Cemetery Registers)	By inspection at Swanage Town Hall	Free
Asset Register	<p>www.swanage.gov.uk or</p> <p>Hard copy – Council Offices</p>	<p>Free</p> <p>10p per sheet</p>
Register of members’ interests and gifts and hospitality	www.swanage.gov.uk	Free

Class 7 – The services we offer		
Allotments	www.swanage.gov.uk	Free
Beach	www.swanage.gov.uk	Free
Beach Gardens	www.swanage.gov.uk	Free
Beach Huts	www.swanage.gov.uk	Free
Boat Park	www.swanage.gov.uk	Free
Car Parks	www.swanage.gov.uk	Free
Cemeteries, burial grounds and closed churchyards	www.swanage.gov.uk	Free
Markets	www.swanage.gov.uk	Free
Parks, playing fields and recreational facilities	www.swanage.gov.uk	Free
Public conveniences	www.swanage.gov.uk	Free
Scale of fees and charges for Council Services	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Tourist Information Centre	www.swanage.gov.uk	Free
Town Hall	www.swanage.gov.uk	Free
Additional Information		
Annual Treasury Report	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Anti-Fraud and Corruption Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Community Infrastructure Levy – Annual Income & Expenditure Reports	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Datasets of information requested under Freedom of Information Act	www.swanage.gov.uk Electronic format by e-mail	Free Free
Environment Policy and Action Plan	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

Grant Application Form and Guidance Notes	www.swanage.gov.uk or Hard copy – Council Offices	Free
Local Government Pension Scheme Discretions Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Medium Term Financial Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Policy & Protocol on Recording, Photography & use of Social Media at Meetings of the Council	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Register of Potential Suppliers - Expression of Interest Form	www.swanage.gov.uk or Hard copy – Council Offices	Free
Social Media Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Treasury Management Strategy Statement and Investment Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Tree Policy and Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

Contact details:

**Swanage Town Council
Town Hall
High Street
Swanage
Dorset
BH19 2NZ**

Telephone: 01929 423636

Email: admin@swanage.gov.uk

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority