



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

Information to be published	How the information can be obtained	Where is the information located (website page)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only			
List of Council members and their responsibilities as well a list of Council Committees	Website	Town Council	
Details of any representation on local public bodies	Website	Minutes (Council 27 May 2026)	
Postal and email address	Website	Town Council	
Contact details for Parish Clerk and Council members	Website	Town Councillors	
Where possible, provide named contacts including contact phone numbers and email addresses	Website	Town Councillors	
Location of main Council office and accessibility details	Website	Town Council	
Staffing structure	Website	Staff	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum			
Statement of accounts and internal audit report in the format included in the Annual Return form	Website & hard copy	Accounts and Audits	£2 per copy
Finalised budget	Hard copy		
Precept	Website	News	
Borrowing Approval letter	N/A	N/A	
All items of expenditure above £500	Website	Accounts and Audits	
Financial Standing Orders and Regulations	Website	Policy and Procedures	
Grants given and received	Website	Minutes	
List of current contracts awarded and value of contract	Hard copy		
Members' allowances and expenses	Hard copy		

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous year as a minimum

Annual governance statement in format included in the Annual Return form	Website	Accounts and Audits	
Parish Plan	Website	Policy and Procedures	
Annual Report to Parish or Community Meeting	Website	Town Council	
Quality status	N/A	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	N/A	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Council Structure	
Agendas of meetings (as above)	Website	Agendas	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Minutes	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy		
Responses to consultation papers	Website	Consultation	
Responses to planning applications	Website	Minutes	
By-laws	N/A	N/A	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)
Current information only

Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website	Policy and Procedures	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Policy and Procedures	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Policy and Procedures	

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	N/A	
Assets register, including details of public land and building assets	Hard copy		
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy		
Register of members' interests	Hard copy		
Register of gifts and hospitality	Hard copy		

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments	Website	Allotments	
Burial grounds and closed churchyards	Not held	N/A	
Community centres and village halls	Not held	N/A	
Parks, playing fields and recreational facilities	Not held	N/A	
Seating, litter bins, clocks, memorials and lighting	Not held	N/A	
Bus shelters	Not held	N/A	
Markets	Not held	N/A	
Public conveniences	Not held	N/A	
Agency agreements	Not held	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	N/A	
Additional Information Information not itemised in the lists above	Not held	N/A	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

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