

Scheme of Charges
Information available from Saint Anne's on the Sea Town Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard Copy Contact Town Clerk	£1 per sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	By Contact with Town Clerk Mrs Sally Taylor West Lodge 5 St Georges Road St Anne's on the Sea FY8 2AE 01253 788560 tc@stannesonthesea-tc.gov.uk Website: http://www.stannesonthesea-tc.gov.uk/ Hard copy	Free £2 per sheet
Location of main Council office and accessibility details	As above	
Staffing structure	Hard copy Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£5 Free
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	Hard copy contact RFO Website: http://www.stannesonthesea-tc.gov.uk/	£2 per sheet Free
Finalised budget	Hard copy contact RFO Website: http://www.stannesonthesea-tc.gov.uk/	£10 per document Free
Precept	Hard copy contact Town Clerk	£2 per document
Borrowing Approval letter	None	n/a
Financial Standing Orders and Regulations	Hard copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£20 per document Free

Information to be published	How the information can be obtained	Cost
Grants given and received	Hard copy contact RFO	One off charge of £40 for outline information only
Members' allowances and expenses paid	Hard copy contact RFO	£20 per document
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Hard copy contact RFO Available from Fylde Council website: https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/neighbourhood-planning/saint-annes-on-the-sea-neighbourhood-plan/	£50 for plan only Free
Annual Report	Hard copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£20 per report Free
Local charters drawn up in accordance with DCLG guidelines	Hard copy contact Town Clerk	One off fee of £20 plus officer time at £20 per hour
Council Strategy	Hard Copy from Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£20 per document Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings)	Hard copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£2 per sheet Free
Agendas of meetings (as above) - this excludes information that is properly regarded as private to the meeting.	Hard copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£20 per agenda Free
Minutes of meetings (as above).	Hard copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£15 per set of minutes Free

Information to be published	How the information can be obtained	Cost
Responses to consultation papers	Hard copy contact Town Clerk	£20 per application
Responses to planning applications	Hard copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£10 per application Free
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	} Hard copy contact Town Clerk Can be downloaded for free from Website: http://www.stannesonthesea-tc.gov.uk/	} £20 per document
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Not available Hard copy contact Town Clerk Hard copy contact Town Clerk Hard copy contact Town Clerk From Website: http://www.stannesonthesea-tc.gov.uk/	n/a £20 £20 £5 per sheet £10 per full document
Records management policies (records retention, destruction and archive)	See GDPR information, available from Town Clerk	£20 per full document
Data protection policies	From Town Clerk	£20 per document
Schedule of charges) for the publication of information)	Hard copy contact Town Clerk From Website: http://www.stannesonthesea-tc.gov.uk/	£5 per document

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Inspection contact Town Clerk	Free
Assets Register	Hard Copy contact Town Clerk	£120 per document
Register of members' interests	Inspection contact Town Clerk – available via Fylde Borough Council	Free
Register of gifts and hospitality	Available via Fylde Borough Council	Free
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 – policies, copies of tenancy agreement	Hard Copy contact Town Clerk Website: http://www.stannesonthesea-tc.gov.uk/	£10 per document Free
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	None	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Supplementary ***At Council Discretion Only***		
If the Council receives a request for analysis of existing data that is outside GDPR, this will require officer time to undertake the research. The fee charged will be an initial charge plus an hourly rate for officer time to collect the data. This service is only available if there are resources available to produce the information requested, the request is reasonable, achievable and if the request can be fulfilled.		One off charge of £15 plus £20 per hour officer time.

Contact details:

**Town Clerk
Saint Anne's on the Sea Town Council
West Lodge
5 St Georges Road
LYTHAM ST ANNES,
FY8 2AE
01253 781124
info@stannesonthesea-tc.gov.uk**

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 @ £0.20p per sheet (black & white) + Officer Time	Actual cost *
	Photocopying @ £0.50p per sheet (colour) + Officer Time	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	

*

the actual cost incurred by the public authority

**Approved by Policy and Resources Committee on 29 October 2019
Approved by Full Council on 28 January 2020**