

Information available from Exmouth Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only		
Who's who on the Council and its Committees	Website From the Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website From the Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website From the Clerk	Free 10p/sheet
Staffing structure	Website From the Clerk	Free 10p/sheet

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)	How the information can be obtained	Cost
Annual return form and report by auditor	Website From the Clerk	Free 10p/sheet
Finalised budget	Website From the Clerk	Free 10p/sheet
Precept	Website	Free 10p/sheet
Borrowing Approval letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	From the Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	From the Clerk	10p/sheet
Members' allowances and expenses	From the Clerk	10p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost	
Parish Plan (current and previous year as a minimum)	Not applicable	Not applicable	
Annual Report to Parish or Community Meeting	2008 -2014 2015	Website From the Clerk	Free 10p/sheet
Quality status	From the Clerk	10p/sheet	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions)		How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		Website From the Clerk	Free Free
Agendas of meetings (as above)		Website From the Clerk	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		Website From the Clerk	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		From the Clerk	Free 10p/sheet
Responses to consultation papers		From the Clerk	Free 10p/sheet
Responses to planning applications	Applications from 2014 onwards Pre- 2014 Applications	Website From the Clerk	Free 10p/sheet
Bye-laws		Not Applicable	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website From the Clerk	Free 10p/sheet
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 Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk	Free 10p/sheet
Information security policy	From the Clerk	Free 10p/sheet
Records management policies (records retention, destruction and archive)	From the Clerk	Free 10p/sheet
Data protection policies	From the Clerk	Free 10p/sheet
Schedule of charges for the publication of information	This document From the Clerk	N/A N/A

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	From the Clerk	10p/sheet
Assets Register	From the Clerk	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Whatdotheyknow From the Clerk	Free 10p/sheet
Register of members' interests	Website	Free 10p/sheet
Register of gifts and hospitality	From the Clerk	Free 10p/sheet

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	How the information can be obtained	Cost
Allotments	From the Clerk	Free
Burial grounds and closed churchyards	East Devon District Council	N/A
Gorfin Hall	Website From the Clerk	Free Free
Parks, playing fields and recreational facilities	East Devon District Council	N/A
Seating, litter bins, clocks, memorials and lighting	From the Clerk	Free 10p/sheet
Bus shelters	From the Clerk	10p/sheet
Markets	East Devon District Council	N/A
Public conveniences	East Devon District Council	N/A
Agency agreements	From the Clerk	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk	Free 10p/sheet

Contact details:

Lisa Bowman, Town Clerk

Email: townclerk@exmouth.gov.ukWebsite: www.exmouth.gov.uk

Telephone: 01395 276167

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
Statutory Fee	£25 per hour for staff time will be chargeable in advance for finding and preparing information. The first two hours of this work will be provided free of charge, so requests that can be completed in this time will not be charged, except for disbursements. Requestors will be given a costing ahead of the work being done, with the opportunity to accept, decline, or agree and amendment to the request in order to avoid unnecessary charging.	In accordance with the relevant legislation
Maximum Fee	Work that would take more than 20 hours may be refused on the basis of the statutory maximum fee of £450 + 2 hours free.	In accordance with the relevant legislation

* the actual cost incurred by the public authority