



FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

TOTNES TOWN COUNCIL

To meet the requirements of the Freedom of Information Act, Totnes Town Council has examined the range of documents it holds and resolved to make many of these available to the public.

The Town Clerk will take responsibility for the Scheme and full contact details are given at Appendix I.

Classes of information for publication are attached at Appendix II.

These are based on the Model Scheme for Local Councils and reflect the responsibilities of Totnes Town Council.

Availability of Information:

The details of the Scheme will be available:

1. In person from the Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH from 9am – 4pm Monday to Friday
2. On the website www.totnestowncouncil.gov.uk.

Charges for Information

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required, the first 10 pages of photocopied information will be made available free of charge but thereafter will be charged as follows:

10 or under	FREE
10-20	£1.00 and 10p per copy thereafter

Rights and Complaints

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 10 working days of receiving the request.

If you are unhappy with the way in which Totnes Town Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual Complaints Procedure.

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Totnes Town Council has resolved to adopt the Model Scheme for Local Councils as outlined at Appendix II.

DECLARATION

Totnes Town Council, Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH has adopted the Model Scheme entitled 'Totnes Town Council – Access to Information Policy' produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The contact details for the person who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Helen Nathanson
Town Clerk
Totnes Town Council
Guildhall Offices
5 Ramparts Walk
Totnes
Devon
TQ9 5QH

01803 862147

clerk@totnestowncouncil.gov.uk

Appendix II

Information available from Totnes Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do	Hard copy and via website www.totnestowncouncil.gov.uk	
Who's who on the Council and Committees	Council Offices Website	
Contact details for Town Clerk and Councillors	Council Offices Website	
Location of main Council office and accessibility details	Website Town Council notice board	
Staffing structure	Council Offices Website	
Class 2 – What we spend and how we spend it		
Current and previous year financial as a minimum	Hard copy	First 10 pages free
Annual return form and report by auditor	Hard copy Website	Free
Finalised budget	Hard copy	First 10 pages free
Precept	Hard copy	First 10 pages free
Borrowing Approval Letter	Hard Copy	Free
Financial Regulations	Hard Copy or email	First 10 pages free
Grants given and gifts received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	First 10 pages free
Members' allowances and expenses	Hard copy	Free
Class 3 – What are our priorities and how are we doing		
Town Plan	Hard copy	£7.00
Annual Report	Hard copy and website	Free
Class 4 – How we make decisions Decision making processes and records of decisions	Hard copy or website	
Timetable of meetings	Hard copy, website and notice board	Free
Agendas of meetings	As above	Free
Minutes of meetings (excluding any information which is properly confidential to the meeting)	As above	Free
Reports presented to Council meetings	Hard copy and website	First 10 pages free

Responses to consultation papers	Hard copy and email	First 10 pages free
Responses to planning applications	Hard copy and website	First 10 pages free
Bye-laws	Hard copy	First 10 pages free
Class 5 – Our Policies and Procedures Current information only	Hard copy	First 10 pages free
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	First 10 pages free
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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	First 10 pages free
Information Security Policy	Hard copy	Free
Records Management Policies (records retention, destruction and archive)	Hard copy	Free
Data Protection Policy	Hard copy	Free
Schedule of Charges (for the publication of information)	Hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	Free
Disclosure Log (indicating the information that has been provided in response to requests)	Hard copy	First 10 pages free
Register of Members' Interests	Hard copy or available on South Hams District Council website	First 10 pages free

Register of Gifts of Hospitality	Hard copy	Free
Class 7 – The Services we Offer		
Burial grounds and closed churchyards	Website and Hard Copy	
The Civic Hall	Website and Hard Copy	
The Guildhall	Website and Hard Copy	
The Totnes Information Centre	Website and Hard Copy	
The Eastgate Clock	Website and Hard Copy	
The Totnes Museum	Website and Hard Copy	
Memorials and fountains	Website and Hard Copy	
Agency Agreements	Website and Hard Copy	
Bus Shelters	Website and Hard Copy	
A summary of services for which the Council is entitled to recover a fee, together with those fees eg burial fees	Hard Copy	

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black and white) Photocopying @ 50p per sheet (colour)	Cost of toner for printer
	Postage	Actual cost of stamp