

FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME

TOTNES TOWN COUNCIL

REVISED MARCH 2014

REVIEW DATE: MARCH 2015

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, Mrs Helen Nathanson, 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 notice board outside the Guildhall

3. On the website [www.totnestowncouncil.gov.uk](http://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 workings 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

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| --- | --- | --- |
| **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](http://www.totnestowncouncil.gov.uk) |  |
| Who’s who on the Council and Committees | Council OfficesWebsite |  |
| Contact details for Town Clerk and Councillors | Council OfficesWebsite |  |
| Location of main Council office and accessibility details | WebsiteTown Council notice board |  |
| Staffing structure | Council OfficesWebsite |  |
| **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 copyWebsite | 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 ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy 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 servicesEquality and Diversity PolicyHealth and Safety PolicyRecruitment Policies (including current vacancies)Policies and procedures for handling requests for informationComplaints 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 | Fist 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 Cost of toner for printer

 (black and white)

 Photocopying @ 50p per sheet

 (colour)

 Postage Actual cost of stamp