



Model Publication Scheme

Date of adoption at Full Council	
Review date	21 st June 2023, 19 th June 2024, June 2025
Next Review Date	June 2026
Reviewed by	Policy & Resources Committee



Information available from NEWTON ABBOT TOWN COUNCIL under the model publication scheme

Under the Freedom of Information Act 2000, the model publication scheme commits Newton Abbot Town Council to make information available to members of the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

Information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. A schedule of charges is included on page 6.

Information to be published	How the information can be obtained	Cost
Class 1		
Who we are and what we do (Organisational information, structures, locations and contacts)	Website.	Free
	Hard copy	Charged
Who's who on the Council and its Committees	Website.	Free
	Hard copy	Charged

Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website. Hard copy	Free Charged
Location of main Council office and accessibility details	Website. Hard copy	Free Charged
Staffing structure	Hard copy	Charged
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) Current and previous financial year as a minimum	Website. Hard copy	Free Charged
Annual return form and report by auditor	Website. Hard copy	Free Charged
Finalised budget	Website. Hard copy	Free Charged
Precept	Website. Hard copy	Free Charged
Borrowing Approval letter	Not applicable.	
Financial Standing Orders and Regulations	Website. Hard copy	Free Charged
Grants given and received	Website. Hard copy	Free Charged
List of current contracts awarded and value of contract	Website. Hard copy	Free Charged
Members' allowances and expenses	Website. Hard copy	Free Charged
Class 3		
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website. Hard copy	Free Charged
Community Plan	Website. Hard copy	Free Charged
Annual Report to Annual Town Meeting (current and previous year as a minimum)	Website. Hard copy	Free Charged
Quality status	Website. Hard copy	Free Charged
Local charters drawn up in accordance with DCLG guidelines.	Not applicable	Free Charged

Class 4		
<p>How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Agendas of meetings (as above)</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Responses to consultation papers</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Responses to planning applications.</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Bye-laws</p>	<p>Not applicable</p>	
Class 5		
<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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</p>	<p>Website. Hard copy</p>	<p>Free Charged</p>

requests for information and operating the publication scheme).		
Information security policy	Website. Hard copy	Free Charged
Records management policies (records retention, destruction and archive)	Website. Hard copy	Free Charged
Data protection policies	Website. Hard copy	Free Charged
Schedule of charges (for the publication of information)	Website. Hard copy	Free Charged

Class 6

Lists and Registers

Currently maintained lists and registers only

Hard copy or website;
some information may
only be available by
inspection.

Free/charged

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

Inspection.

Free

Assets Register

Hard copy

Charged

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)

N/A

Free

Register of members' interests

Website.
Hard copy

Free
Charged

Register of gifts and hospitality

Website.
Hard copy

Free
Charged

Class 7

The services we offer

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

Hard copy or website;
some information may
only be available by
inspection.

Free
Charged

Allotments

website

Free

Community Centres

Website.
Hard copy

Free
Charged

Outdoor Spaces

Website

Free

Seating, litter bins, clocks, memorials, and lighting

Website

Free

Bus shelters

Website

Free

Public conveniences

Website

Free

Agency agreements	Hard copy	Charged
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Free
Newsletter	Website. Hard copy	Free
Events Diary	Website. Hard copy	Free
Footpath Map	Website. Hard copy	Free
Town Map	Website. Hard copy	Free
Museum	Website. Hard copy	Free

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 mono - 10p per sheet A4 colour - 15p per sheet A3 mono - 20p per sheet A3 colour - 25p per sheet	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	
Website	Information available on the Council's website is provided free of charge.	