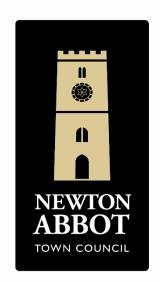
NEWTON ABBOT TOWN COUNCIL



Model Publication Scheme

Date of adoption at Full Council	
Review date	21 st June 2023
Next Review Date	June 2024
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. Hard copy	Free Charged
Who's who on the Council and its Committees	Website. Hard copy	Free Charged
Contact details for Town Clerk and Council	Website.	Free



members (named contacts where possible with	Hard copy	Charged
telephone number and email address (if used))		
Location of main Council office and accessibility	Website.	Free
details	Hard copy	Charged
Staffing structure	Hard copy	Charged
Class 2		
What we spend and how we spend it	Website.	Free
(Financial information relating to projected and	Hard copy	Charged
actual income and expenditure, procurement,		
contracts and financial audit)		
Current and previous financial year as a minimum		
	Website.	Free
Annual return form and report by auditor	Hard copy	Charged
Finalised budget	Website.	Free
	Hard copy	Charged
Precept	Website.	Free
	Hard copy	Charged
Borrowing Approval letter	Not applicable.	
Financial Standing Orders and Regulations	Website.	Free
	Hard copy	Charged
Grants given and received	Website.	Free
	Hard copy	Charged
List of current contracts awarded and value of	Website.	Free
contract	Hard copy	Charged
Members' allowances and expenses	Website.	Free
	Hard copy	Charged
Class 3		Г <i>—</i>
What our priorities are and how we	Website.	Free
are doing	Hard copy	Charged
(Strategies and plans, performance indicators,		
audits, inspections and reviews)		
Community Plan	Website.	Free
Annual Depart to Annual Taura Marting (annual t	Hard copy	Charged
Annual Report to Annual Town Meeting (current and	Website.	Free
previous year as a minimum)	Hard copy	Charged
Quality status	Website.	Free
	Hard copy	Charged
Local charters drawn up in accordance with DCLG guidelines.	Not applicable	Free Charged
Class 4		



How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website. Hard copy	Free Charged
Timetable of meetings (Council, any committee/sub- committee meetings and parish meetings)	Website. Hard copy	Free Charged
Agendas of meetings (as above)	Website. Hard copy	Free Charged
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website. Hard copy	Free Charged
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website. Hard copy	Free Charged
Responses to consultation papers	Website. Hard copy	Free Charged
Responses to planning applications.	Website. Hard copy	Free Charged
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.	Website. Hard copy	Free Charged
Policies and procedures for the conduct of council business:	Website. Hard copy	Free Charged
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Website. Hard copy	Free Charged
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).		
Information security policy	Website.	Free
	Hard copy	Charged
Records management policies (records retention,	Website.	Free
destruction and archive)	Hard copy	Charged
Data protection policies	Website.	Free
	Hard copy	Charged
Schedule of charges (for the publication of	Website.	Free
information)	Hard copy	Charged
Class 6		
Lists and Registers	Hard copy or website;	Free/charged
	some information may	
Currently maintained lists and registers only	only be available by inspection.	
Any publicly available register or list (if any are held	Inspection.	Free
this should be publicised; in most circumstances		1100
existing access provisions will suffice)		
Assets Register	Hard copy	Charged
Disclosure log (indicating the information that has	N/A	Free
been provided in response to requests;		
recommended as good practice, but may not be		
held by parish councils)		
Register of members' interests	Website.	Free
5	Hard copy	Charged
Register of gifts and hospitality	Website.	Free
	Hard copy	Charged
Class 7		
The services we offer	Hard copy or website;	Free
(Information about the services we offer, including	some information may	Charged
· · · · · · · · · · · · · · · · · · ·	only be available by	John go a
leaflets, guidance and newsletters produced for the	inspection.	
public and businesses)		
Allotments	website	Free
Community Centres	Website.	Free
	Hard copy	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	Actual cost*
	A4 mono - 10p per sheet A4 colour - 15p per sheet	
	A3 mono - 20p per sheet A3 colour - 25p per sheet	
	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	