



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

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website)</p> <p>Newton Abbot Town Council Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk</p>	<p>N/A</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>N/A</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Mr Philip A. Rowe AC/S Tel: 01626 – 201 120 Email – phil.rowe@newtonabbot-tc.gov.uk Web - www.newtonabbot-tc.gov.uk</p>	<p>N/A</p>
<p>Location of main Council office and accessibility details</p>	<p>Newton Abbot Town Council Newtons Place</p>	

	43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk Opening Hours – Mon – Fri 0830 to 1700 Sat/Sun – Closed	N/A
Staffing structure	As above	N/A
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	(hard copy and/or website) Newton Abbot Town Council Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk	N/A
Annual return form and report by auditor	As above	N/A
Finalised budget	As above	N/A
Precept	As above	N/A
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	As above	N/A
Grants given and received	As above	N/A
List of current contracts awarded and value of contract	As above	N/A
Members' allowances and expenses	As above	N/A

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Newton Abbot Town Council Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk	N/A
Parish Plan (current and previous year as a minimum)	As above	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	N/A
Quality status	As above	N/A
Local charters drawn up in accordance with DCLG guidelines	As above	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk	N/A
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As above	N/A
Agendas of meetings (as above)	As above	N/A
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	As above	N/A

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	As above	N/A
Responses to consultation papers	As above	N/A
Responses to planning applications	As above	N/A
Bye-laws	As above	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) Newton Abbot Town Council Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk	N/A
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	As above	N/A
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	As above	N/A

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	As above	N/A
Records management policies (records retention, destruction and archive)	As above	N/A
Data protection policies	As above	N/A
Schedule of charges)for the publication of information)	As above	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only	Newton Abbot Town Council Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk	N/A
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As above	N/A
Assets Register	As above	N/A
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	N/A
Register of members' interests	As above	N/A
Register of gifts and hospitality	As above	N/A
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)	

Current information only	Newton Abbot Town Council Newtons Place 43 Wolborough Street NEWTON ABBOT TQ12 1JQ www.newtonabbot-tc.gov.uk	N/A
Allotments	As above	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	As above	N/A
Parks, playing fields and recreational facilities	As above	N/A
Seating, litter bins, clocks, memorials and lighting	As above	N/A
Bus shelters	As above	N/A
Markets	As above	N/A
Public conveniences	N/A	N/A
Agency agreements	As above	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As above	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

(hard copy or website; some information may only be available by inspection)

The Town Clerk
 Newton Abbot Town Council
 Newtons Place
 43 Wolborough Street
 NEWTON ABBOT
 TQ12 1JQ
www.newtonabbot-tc.gov.uk

Tel: 01626 – 201 120
E-mail: info@newtoabbot-tc.gov.uk
Web: www.newtonabbot-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying @ 7p per** A4 sheet (black & white)	Actual cost *3p
	Photocopying @ 17p per** A4 sheet (colour)	Actual cost *10p
	Postage Cost	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	

* the actual cost incurred by the public authority

** the actual charge plus administrative costs