

Information Available from Dulverton Town Council
under the Model Publication Scheme

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy – Contact Clerk Website</p>	<p>20p sheet Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy – Contact Clerk Website</p>	<p>20p sheet Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy – Contact Clerk Website</p>	<p>20p sheet Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy – Contact Clerk Website</p>	<p>20p sheet Free</p>
<p>Staffing structure</p>	<p>Hard copy – Contact Clerk</p>	<p>20p sheet</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy – Contact Clerk Website</p>	<p>20p sheet Free</p>

Annual return form and report by auditor	Hard Copy – Contact Clerk	20p sheet
Finalised budget	Hard Copy - Contact Clerk	20p sheet
Precept	Hard Copy - Contact Clerk	20p sheet
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy – Contact Clerk Website	20p sheet Free
Grants given and received	Hard copy – Contact Clerk Website	20p sheet Free
List of current contracts awarded and value of contract	Hard Copy - Contact Clerk	20p sheet
Members' allowances and expenses	Hard Copy - Contact Clerk	20p sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy - Contact Clerk	20p sheet
Parish Plan (current and previous year as a minimum)	Hard copy – Contact Clerk Website	20p sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – Contact Clerk Website	20p sheet Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy – Contact Clerk Website – (Minutes of the last meeting only).	20p sheet Free
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – Contact Clerk Website	20p sheet Free

Agendas of meetings (as above)	Hard copy – Contact Clerk Website	20p sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk Website	20p sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk	20p sheet
Responses to consultation papers	Hard copy – Contact Clerk	20p sheet
Responses to planning applications	Hard copy – Contact Clerk Website	20p sheet Free
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	Hard copy – Contact Clerk	20 sheet
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 – Contact Clerk Hard copy – Contact Clerk Website Hard copy – Hard copy - Contact Clerk Hard copy - Contact Clerk	20p sheet
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	Hard copy – Contact Clerk Hard copy – Contact Clerk Hard copy – Contact Clerk Hard copy – Contact Clerk	20p sheet

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 – Contact Clerk Hard copy – Contact Clerk Hard copy – Contact Clerk	20p sheet Free
Information security policy	Hard copy – Contact Clerk	20p sheet
Records management policies (records retention, destruction and archive)	Hard copy – Contact Clerk	20p sheet
Data protection policies	Hard copy – Contact Clerk	20p sheet
Schedule of charges (for the publication of information)	Hard copy – Contact Clerk	20p sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Inspection available – Contact Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection available – Contact Clerk	
Assets Register	Inspection available – Contact Clerk	
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)	Not applicable	
Register of members' interests	Hard copy – Contact Clerk	20p sheet
Register of gifts and hospitality	Hard copy – Contact Clerk	20p sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Contact Clerk	
Allotments	Not applicable	

Burial grounds and closed churchyards	Inspection available – Contact Clerk Website	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy – Contact Clerk Website	20p sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – Contact Clerk Website	20p sheet Free
Bus shelters	Hard copy – Contact Clerk Website	20p sheet Free
Markets	Not Applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – Contact Clerk Website	20p sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Car Parks	Hard copy – Contact Clerk Website	20p sheet Free

Contact details: The Clerk
P.O. Box 8
Dulverton
Somerset TA22 9YD
Website : www.dulvertontowncouncil.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	CHARGE
Disbursement cost	Photocopying (black & white)	20p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class