Exmouth Town Council
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www.exmouth.gov.uk

# Information available from Exmouth Town Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|---|---|
| **Class1 - Who we are and what we do**<br>This will be current information only | | |
| Who's who on the Council and its Committees | http://www.exmouth.gov.uk/councillors/<br><br>From the Clerk | Free<br>10p/sheet |
| Contact details for Parish Clerk and Council members | Council Staff - Exmouth Town Council<br><br>From the Clerk | Free<br>10p/sheet |
| Location of main Council office and accessibility details | http://www.exmouth.gov.uk/contact/<br><br>Accessibility - Exmouth Town Council<br><br>From the Clerk | Free<br>10p/sheet |
| Staffing structure | ETC-Org-Chart-1.pdf<br><br>From the Clerk | Free<br>10p/sheet |

| **Class 2 – What we spend and how we spend it**<br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | | |
|---|---|---|---|
| Annual return form and report by auditor | | From the Clerk | Free<br>10p/sheet |
| Finalised budget | | From the Clerk | Free<br>10p/sheet |
| Precept | | See Annual Reports<br>http://www.exmouth.gov.uk/annual-reports/<br><br>From the Clerk | Free<br>10p/sheet |
| Borrowing Approval letter | | Not applicable | Not applicable |
| Financial Standing Orders and Regulations | | From the Clerk | Free<br>10p/sheet |
| Grants given and received | | Annual Reports - 2013 onwards only<br><br>http://www.exmouth.gov.uk/annual-reports/<br><br>From the Clerk | Free<br>10p/sheet |
| List of current contracts awarded and value of contract | | From the Clerk | 10p/sheet |
| Members' allowances and expenses | | From the Clerk | 10p/sheet |

| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections and reviews) | | | |
|---|---|---|---|
| Parish Plan (current and previous year as a minimum) | | Not applicable | Not applicable |
| Annual Report to Parish or Community Meeting | 2008 onwards | http://www.exmouth.gov.uk/annual-reports/<br><br>From the Clerk | Free<br>10p/sheet |
| Quality status | | From the Clerk | 10p/sheet |
| Local charters drawn up in accordance with DCLG guidelines | | Not applicable | Not applicable |

| **Class 4 – How we make decisions**<br>(Decision making processes and records of decisions) | | | |
|---|---|---|---|
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | | Meeting Calendar - Exmouth Town Council<br><br>From the Clerk | Free<br>Free |
| Agendas of meetings (as above) | | http://www.exmouth.gov.uk/council-business/documents/<br><br>From the Clerk | Free<br>Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | | http://www.exmouth.gov.uk/council-business/documents/<br><br>From the Clerk | Free<br>Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | | From the Clerk | Free<br>10p/sheet |
| Responses to consultation papers | | From the Clerk | Free<br>10p/sheet |
| Responses to planning applications | Website - Application from 2014 onwards only<br><br>Pre- 2014 Applications | http://www.exmouth.gov.uk/planning/<br><br>From the Clerk | Free<br>10p/sheet |
| Bye-laws | | Not Applicable | Free<br>Free |

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| **Class 5 – Our policies and procedures**<br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website) | Free<br>10p/sheet |
| Policies and procedures for the conduct of council business:<br><br>Standing Orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | http://www.exmouth.gov.uk/policies/<br><br>From the Clerk | Free<br>10p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Staff Handbook – covering but not limiting to, health & safety, flexible working, absence management, maternity & paternity leave, shared parental leave, grievance, disciplinary procedure, bullying & harassment and equal opportunities policies.<br>Equality and Diversity policy<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | From the Clerk<br><br>http://www.exmouth.gov.uk/policies/ | Free<br>10p/sheet |
| Information Data protection policy<br>CCTV policy | From the Clerk | Free<br>10p/sheet |
| Records management policies (records retention, destruction and archive) | From the Clerk | Free<br>10p/sheet |
| Social Media and Press policies<br>Safeguarding policy | From the Clerk | Free<br>10p/sheet |
| Environmental policies | | |
| Schedule of charges for the publication of information | This document From the Clerk | N/A |

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| **Class 6 – Lists and Registers**<br><br>Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | From the Clerk | 10p/sheet |
| Assets Register | From the Clerk | 10p/sheet |
| 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) | https://www.whatdotheyknow.com/body/exmouth_town_council<br><br>From the Clerk | Free<br>10p/sheet |
| Register of members' interests | http://eastdevon.gov.uk/council-and-democracy/parish-and-town-councils/register-of-interests-for-town-and-parish-councillors/exmouth-town-council/ | Free<br>10p/sheet |
| Register of gifts and hospitality | From the Clerk | Free<br>10p/sheet |
| | | |
| **Class 7 – The services we offer**<br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | (hard copy or website; some information may only be available by inspection) | |
| Allotments | From the Clerk | Free<br>Free |
| Burial grounds and closed churchyards | East Devon District Council | N/A |
| Town Hall | East Devon District Council | N/A |
| Gorfin Hall | https://www.exmouth.gov.uk/gorfin-hall/<br><br>From the Clerk | Free<br>Free |
| Parks, playing fields and recreational facilities | East Devon District Council | N/A |
| Seating, litter bins, clocks, memorials and lighting | From the Clerk | Free<br>10p/sheet |

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|---|---|---|
| Bus shelters | From the Clerk | 10p/sheet |
| Markets | East Devon District Council | N/A |
| Public conveniences | East Devon District Council | N/A |
| Agency agreements | From the Clerk | Free<br>10p/sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | From the Clerk | Free<br>10p/sheet |
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| **Additional Information**<br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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**Contact details:**

Lisa Bowman, Town Clerk
Email: townclerk@exmouth.gov.uk
Website: www.exmouth.gov.uk
Telephone: 01395 276167

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|---|
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 10p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| | | |
| **Statutory Fee** | £25 per hour for staff time will be chargeable in advance for finding and preparing information. The first two hours of this work will be provided free of charge, so requests that can be completed in this time will not be charged, except for disbursements. Requestors will be given a costing ahead of the work being done, with the opportunity to accept, decline, or agree and amendment to the request in order to avoid unnecessary charging. | In accordance with the relevant legislation |
| **Maximum Fee** | Work that would take more than 20 hours may be refused on the basis of the statutory maximum fee of £450 + 2 hours free. | In accordance with the relevant legislation |
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* the actual cost incurred by the public authority

Reaffirmed 19th May 2025
Review date: May 2026