Exmouth Town Council
Town Hall, St Andrews Road
Exmouth, Devon, EX8 1AW
tel: 01395 276167
email: reception@exmouth.gov.uk
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 This will be current information only		
Who's who on the Council and its Committees	http://www.exmouth.gov.uk/councillors/ From the Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Council Staff - Exmouth Town Council From the Clerk	Free 10p/sheet
Location of main Council office and accessibility details	http://www.exmouth.gov.uk/contact/ Accessibility - Exmouth Town Council From the Clerk	Free 10p/sheet
Staffing structure	ETC-Org-Chart-1.pdf From the Clerk	Free 10p/sheet

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)			
Annual return form and report by auditor		From the Clerk	Free 10p/sheet
Finalised budget		From the Clerk	Free 10p/sheet
Precept		See Annual Reports http://www.exmouth.gov.uk/annual-reports/ From the Clerk	Free 10p/sheet
Borrowing Approval letter		Not applicable	Not applicable
Financial Standing Orders and Regulations		From the Clerk	Free 10p/sheet
Grants given and received		Annual Reports - 2013 onwards only http://www.exmouth.gov.uk/annual-reports/ From the Clerk	Free 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 (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/ From the Clerk	Free 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 (Decision making processes and records of decisions)			
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		Meeting Calendar - Exmouth Town Council From the Clerk	Free Free
Agendas of meetings (as above)		http://www.exmouth.gov.uk/council-business/documents/ From the Clerk	Free 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/ From the Clerk	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		From the Clerk	Free 10p/sheet
Responses to consultation papers		From the Clerk	Free 10p/sheet
Responses to planning applications	Website - Application from 2014 onwards only Pre- 2014 Applications	http://www.exmouth.gov.uk/planning/ From the Clerk	Free 10p/sheet
Bye-laws		Not Applicable	Free Free

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)	Free 10p/sheet
Policies and procedures for the conduct of council business: Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	http://www.exmouth.gov.uk/policies/ From the Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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. Equality and Diversity policy Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk http://www.exmouth.gov.uk/policies/	Free 10p/sheet
Information Data protection policy CCTV policy	From the Clerk	Free 10p/sheet
Records management policies (records retention, destruction and archive)	From the Clerk	Free 10p/sheet
Social Media and Press policies Safeguarding policy	From the Clerk	Free 10p/sheet
Environmental policies		
Schedule of charges for the publication of information	This document From the Clerk	N/A

Class 6 – Lists and Registers 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 From the Clerk	Free 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 10p/sheet
Register of gifts and hospitality	From the Clerk	Free 10p/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	(hard copy or website; some information may only be available by inspection)	
Allotments	From the Clerk	Free 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/ From the Clerk	Free Free
Parks, playing fields and recreational facilities	East Devon District Council	N/A
Seating, litter bins, clocks, memorials and lighting	From the Clerk	Free 10p/sheet

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 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 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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

* the actual cost incurred by the public authority

Reaffirmed 18th May 2026
Review date: May 2027