



Budleigh Salterton Town Council

Freedom of Information

Information available from Budleigh Salterton Town Council under the model publication scheme

Class 1 – Who we are and what we do

	How the information can be obtained	Cost
Who's who on the Council and its Committees	Council Offices Website	Copy fee Nil
Contact details for Town Clerk and Council members	Council Offices Website	Copy fee Nil
Location of main Council office and accessibility details	Website Notice board	Nil Nil
Staffing Structure	N/A	

Class 2 – What we spend and how we spend it

	How the information can be obtained	Cost
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	Contact Clerk	

Class 3 – What our priorities are and how we are doing

	How the information can be obtained	Cost
Parish Plan	None	
Annual Report	Website Council Offices	Nil Nil
Quality status	Council Offices	Copy fee
Local charters drawn up in accordance with DCLG guidelines	None	

Class 4 – How we make decisions

	How the information can be obtained	Cost
Timetable of meetings	Website	Nil
Agendas of meetings	Website Notice board Hard Copy	Nil Nil Copy fee
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil Copy fee
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil Copy fee
Responses to consultation papers	Website EDDC Website	Nil Nil
Bye-laws	EDDC Website	Nil

Class 5 – Our policies and procedures

	How the information can be obtained	Cost
<u>Policies and procedures for the conduct of council business:</u>		
Standing Orders (including Chairmanship and committee & sub-committee terms of reference)	Website Council Offices	Nil Copy fee
Financial Regulations	Website Council Offices	Nil Copy fee
Code of Conduct	Website Council Offices	Nil Copy fee
Policy Statements	None	
Delegated authority in respect of officers	N/A	
<u>Policies and procedures for the provision of services and about the employment of staff:</u>		
Internal policies relating to the delivery of services	None	
Equality and diversity policy	None	
Health and safety policy	None	
Recruitment policies (including current vacancies)	None	
Policies and procedures for handling requests for information	None	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Council Offices	Nil Copy fee
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
Schedule of charges (for the publication of information)	Website Council Offices	Nil Copy fee

Class 6 – Lists and registers

	How the information can be obtained	Cost
Any publicly available register or list	N/A	
Assets Register	Council Offices	Copy fee
Disclosure log	Contact Clerk	
Register of members' interests	Website	Nil
Register of gifts and hospitality	Contact Clerk	

Class 7 – The services we offer

	How the information can be obtained	Cost
Allotments	Contact Clerk	
Burial grounds and closed churchyards	None	
Public Hall and Norman Centre	Contact Clerk	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus Shelters	None	
Markets	None	
Public conveniences	Contact Clerk	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees	Contact Clerk	
Photocopying of plans	Council Offices EDDC Website	Copy fee Nil

Contact Details

Town Clerk:

Mrs J E Vanstone
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
Devon
EX9 6RJ
Tel: 01395 442245

Assistant to the Town Clerk:

Mrs L R Ward
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
Devon
EX9 6RJ
Tel: 01395 442245

Email: office@budleighsaltertontowncouncil.gov.uk

SCHEDULE OF CHARGES

<i>TYPE OF CHARGE</i>	<i>DESCRIPTION</i>	<i>BASIS OF CHARGE</i>
Disbursement cost	Photocopying (black & white) 5p per sheet/side A4 10p per sheet/side A3	Actual cost *
	Photocopying (colour) 30p per sheet/side A4 60p per sheet/side A3	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Officer time to research, collect and copy request	£25.00 per hour

* the actual cost incurred by Budleigh Salterton Town Council