



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	Website	FREE
Contact details for Town Clerk and Council members	Website Hard Copy	FREE 15p per sheet
Location of main Council office and accessibility details	Website Notice board	FREE
Staffing Structure	N/A	

Class 2 – What we spend and how we spend it

Annual return form and report by auditor	Hard Copy	15p per sheet
Finalised budget	Hard Copy	15p per sheet
Precept	Hard Copy	15p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy	15p per sheet
Grants given and received	Hard Copy	15p per sheet
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	Hard Copy	15p per sheet

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

Parish Plan	None	
Annual Report	Newsletter Website Hard Copy	FREE FREE FREE
Quality status	Hard Copy	15p per sheet
Local charters drawn up in accordance with DCLG guidelines	None	

Class 4 – How we make decisions

Timetable of meetings	Website	FREE
Agendas of meetings	Website Notice board Hard Copy	FREE FREE FREE
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	FREE FREE
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	FREE
Responses to consultation papers	Website District Council Website	FREE FREE
Bye-laws	N/A	

Class 5 – Our policies and procedures

Policies and procedures for the conduct of council business:

Procedural standing orders (including Chairmanship and committee & sub-committee terms of reference)	Hard Copy	15p per sheet
Financial regulations	Hard Copy	15p per sheet
Code of Conduct	Hard Copy	15p per sheet
Policy Statements	None	
Delegated authority in respect of officers	N/A	

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services	Hard Copy	15p per sheet
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)	Hard Copy	15p per sheet
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 Hard Copy	FREE 15p per sheet

Class 6 – Lists and registers

Any publicly available register or list	N/A	
Assets Register	Hard Copy	15p per sheet
Disclosure log	Contact Clerk	
Register of members' interests	Contact Clerk	
Register of gifts and hospitality	Contact Clerk	

Class 7 – The services we offer

Allotments	Website Contact Clerk	FREE
Burial grounds and closed churchyards	Contact Clerk	
Public Hall	Website Contact Clerk	FREE
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	

Bus Shelters	Contact Clerk	
Markets	Contact Clerk	
Public conveniences	Contact Clerk	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact Clerk	
Photocopying of plans	Hard Copy	15p per A4 sheet, 30p per A3 sheet

Contact Details:

Clerk to the Council:

Mrs J E Vanstone
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 Council Offices
 Station Road
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 Devon
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 Email: office@budleighsaltertontowncouncil.gov.uk

Clerical Assistant:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per A4 sheet and 30p per A3 sheet (black & white)	Actual cost of Photocopying*
	Photocopying in colour	Not available
	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	£12.00 per hour

* the actual cost incurred by the public authority