

## Information available from **Ilfracombe Town Council** under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence per A4 sheet</i></p>
<p>Who's who on the Council and its Committees</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence per A4 sheet</i></p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence per A4 sheet</i></p>
<p>Location of main Council office and accessibility details</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence per A4 sheet</i></p>
<p>Staffing structure</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence per A4 sheet</i></p>

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard Copy	<i>1 pence per A4 sheet</i>
Annual return form and report by auditor	Hard Copy	<i>1 pence per A4 sheet</i>
Finalised budget	Hard Copy	<i>1 pence per A4 sheet</i>
Precept	Hard Copy	<i>1 pence per A4 sheet</i>
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy	<i>1 pence per A4 sheet</i>
Grants given and received	Hard Copy	<i>1 pence per A4 sheet</i>
List of current contracts awarded and value of contract	Hard Copy	<i>1 pence per A4 sheet</i>
Members' allowances and expenses	Hard Copy	<i>1 pence per A4 sheet</i>

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous years as a minimum</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence</i> <i>per A4</i> <i>sheet</i></p>
<p>Parish Plan (current and previous year as a minimum)</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence</i> <i>per A4</i> <i>sheet</i></p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence</i> <i>per A4</i> <i>sheet</i></p>
<p>Quality status</p>	<p>N/A</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>N/A</p>	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence</i> <i>per A4</i> <i>sheet</i></p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>Free</i> <i>1 pence</i> <i>per A4</i> <i>sheet</i></p>
<p>Agendas of meetings (as above)</p>	<p><i>Website</i> <i>Hard Copy</i></p>	<p><i>1 pence</i> <i>per A4</i> <i>sheet</i> <i>Free</i></p>

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 1 pence per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 1 pence per A4 sheet
Responses to consultation papers	Hard Copy	1 pence per A4 sheet
Responses to planning applications	Hard Copy	1 pence per A4 sheet
Bye-laws	Website Hard Copy	Free 1 pence per A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 1 pence per A4 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	1 pence per A4 sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          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)</p>	Hard Copy	<i>1 pence per A4 sheet</i>
Information security policy	Hard Copy	<i>1 pence per A4 sheet</i>
Records management policies (records retention, destruction and archive)	Hard Copy	<i>1 pence per A4 sheet</i>
Data protection policies	Hard Copy	<i>1 pence per A4 sheet</i>
Schedule of charges (for the publication of information)	Web Site Hard Copy	Free <i>1 pence per A4 sheet</i>
<b>Class 6 – Lists and Registers</b>		
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)	Electoral roll by inspection	Free
Assets Register	Hard Copy	<i>1 pence</i>

		<i>per A4 sheet</i>
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)	N/A	
Register of members' interests	Website Hard Copy	<i>Free 1 pence per A4 sheet</i>
Register of gifts and hospitality	Hard Copy	<i>1 pence per A4</i>
<b>Class 7 – The services we offer</b> (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	N/A Refer to North Devon Council	
Burial grounds and closed churchyards	N/A Refer to North Devon Council	
Community centres and village halls	Vision community centre - booking procedure. Hard Copy	<i>1 pence per A4</i>
Parks, playing fields and recreational facilities	N/A Refer to North Devon Council	
Seating, litter bins, clocks, memorials and lighting	N/A Refer to North Devon Council	
Bus shelters	Hard Copy	<i>1 pence per A4</i>
Markets	N/A Refer to North Devon	

	Council	
Public conveniences	Hard Copy	<i>1 pence per A4</i>
Agency agreements	N/A Refer to North Devon Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A Refer to North Devon Council	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

**Rachel Collins – Proper Officer and Centre Manager**

**01271 855317**

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 1 pence per sheet (black & white)	Actual cost * 1 pence printing/paper
	Printing @ 2.p per sheet (colour)	Actual cost * 2pence Printing/paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

the actual cost incurred by the public authority

Adopted by Ilfracombe Town Council at the full Council meeting held on 8 December 2008