

# CULLOMPTON TOWN COUNCIL



## PUBLICATION SCHEME

The Model Publication Scheme, as recommended by the Information Commissioner, has been adopted by Cullompton Town Council.

It commits public authorities to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. The Town Council is expected to make the information in this definition document available unless:

- It does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and the public authorities should look to provide as much information as possible on a routine basis.

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions on the Freedom of Information Act.

## INFORMATION AVAILABLE FROM CULLOMPTON TOWN COUNCIL UNDER THE PUBLICATION SCHEME

Reviewed November 2018

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED			COST (SEE SCHEDULE AT END OF DOCUMENT)
<b>CLASS 1 – Who we are and what we do.</b>				
Organisational information, structures, locations and contacts. This will be current information only.				
	<b>Electronically</b>	<b>Website</b>	<b>Hard Copy</b>	
Who's who on the Council and its Committees. Details of membership of Committees and Working Groups etc.	X		X	
Contact details for the Town Clerk and Council members which will include named contacts where possible with a telephone number and e-mail address.	X		X	
Staffing structure.	X		X	
<b>CLASS 2 – What we spend and how we spend it (financial information relating to projected and annual income and expenditure, procurement, contracts and financial audit).</b>				
Annual return form and report by auditor.	X	X	X	
Finalised budget.	X	X	X	
Precept.	X	X	X	
Borrowing approval letter.	X		X	
Financial Standing Orders and Regulations.	X	X	X	
Grants given and received.	X	X	X	
List of current contracts awarded and value of contract.	X		X	
Members' Allowances and Expenses.	X		X	
Individual payments of £500 or more made by the council (listed on a quarterly basis)	X	X	X	
<b>CLASS 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews).</b>				
Community Plan (replaced by Neighbourhood plan available at <a href="https://www.cullomptonneighbourhoodplan.co.uk/Cullompton%20Neighbourhood%20Plan%20-%20Pre-submission%20over%20version%20Oct2017.pdf">https://www.cullomptonneighbourhoodplan.co.uk/Cullompton%20Neighbourhood%20Plan%20-%20Pre-submission%20over%20version%20Oct2017.pdf</a> )				
Annual report to Town Meeting.	X		X	
Quality Status accreditation.	NONE IN PLACE			
Local charters drawn up in accordance with DCLG guidelines.	NONE IN PLACE			

Information to be Published	E-mail	Website	Hard Copy	Cost
<b>CLASS 4 – How we make decisions (decision making and records of decisions).</b>				
Timetable of meetings (Council, any Committee and Sub Committee meetings and Parish Meetings).	X	X	X	
Agendas of meetings (**Town Hall Noticeboard 3 clear days before the meeting).	X	X	X**	
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting).	X	X	X	
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting).	X	X	X	
Responses to consultation papers.	X		X	
Responses to planning applications.	X		X	
Bye-laws	NONE IN PLACE			
<b>CLASS 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities).</b>				
<b>Policies and procedures for the conduct of council business: The following policies and procedures are available to view in the Council's website at <a href="http://www.cullomptontowncouncil.gov.uk/Policies_and_Procedures_7055.aspx">http://www.cullomptontowncouncil.gov.uk/Policies_and_Procedures_7055.aspx</a></b>				
Standing Orders.	X	X	X	
Committee and Sub-Committee Terms of Reference. (Scheme of Delegation)	X	X	X	
Delegated authority in respect of Officers (Scheme of Delegation)	X	X	X	
Code of Conduct.	X	X	X	
Financial Regulations	X	X	X	
Community Engagement Strategy	X	X	X	
Protocol for Recording Meetings	X	X	X	
<b>Policies and procedures for the provision of services and about the employment of staff:</b>				
Councillor & Staff Expenses Policy	X	X	X	
Equality and Diversity Policy.	X	X	X	
Health, Safety and Welfare Policy.	X	X	X	
Recruitment Policies (including current vacancies) – The Council does not have recruitment policies. Details of job vacancies are available on the Council's website	X	X	X	
Volunteering Policy	X	X	X	
Training & Development Policy	X	X	X	
Child Protection and Safeguarding policy	X	X	X	
Protocol on Officer and Member Relationships	X	X	X	
Whistleblowing Policy	X	X	X	
Collections Development Policy	X	X	X	
Smoking Policy	X	X	X	

Policies and procedures for handling requests for information.				
Comments and Complaints Policy	X	X	X	
Media Communication Policy	X	X	X	
Email Users Policy	X	X	X	
Information and Information Security Policy.	X	X	X	
Records Management Policies (records retention, destruction and archive).	X	X	X	
Data Protection Policies.	X	X	X	
<b>CLASS 6 – Lists and registers (Information held in registers required by law and other lists and registers relating to the functions of the Council)</b>				
Assets Register (land and buildings only)	X		X	
Disclosure Log.	Apply to the Town Clerk			
Register of Members’ Interests.	X	X	X	
Register of Gifts and Hospitality.	Apply to the Town Clerk			
Register of Members’ attendance at Full Council meetings.	X		X	X

Information to be Published	E-mail	Website	Hard Copy	Cost
<b>CLASS 7 – The Services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the service offered</b>				
Allotments	X	X	X	
Cullompton Cemetery	X	X	X	
Cullompton Town Hall	X	X	X	
Upcott Recreation Field	X	X	X	
St Andrew’s Car Park	X	X	X	
Seating, litter bins and other street furniture	X		X	
Bus shelters	X		X	
Outdoor markets.	X	X	X	
War Memorials.	X		X	
A summary of the services for which the council is entitled to recover a fee together with those fees (i.e. Allotment rents, cemetery charges, Town Hall hire charges, market pitch rent).	X		X	
Emergency Plan	X	X	X	

#### ADDITIONAL INFORMATION

Contact Details: Mrs Judy Morris BA(Hons) – Cullompton Town Clerk

Telephone: 01884 38249

E-mail Address: [town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)

#### SCHEDULE OF CHARGES

**Note:** If a charge is to be made, confirmation of the payment due will be given before the information is provided

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying – 5p per A4 sheet (monochrome).	Actual cost based on materials cost.
	Photocopying – 20p per A4 sheet (colour).	Actual cost based on materials cost.
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> Class postage.