

## CULLOMPTON TOWN COUNCIL

### Information available from Cullompton Town Council under the Publication Scheme

NOTE: All items marked hard copy are available at a cost of 5p per sheet. E-mail or website items are free of charge.

Reviewed August 2016

Information to be Published	E-mail	Website	Hard Copy	Cost
<b>CLASS 1 – Who we are and what we do.</b>				
Organisational information, structures, locations and contacts. This will be current information only.	X		X	5p*
Who's who on the Council and its Committees. List providing details of membership of Committees and Working Groups etc.	X	X	X	5p*
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	X	5p*
Staffing structure.	X		X	5p*
<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	5p*
Finalised budget.	X	X	X	5p*
Precept.	X	X	X	5p*
Borrowing approval letter.	X		X	5p*
Financial Standing Orders and Regulations.	X	X	X	5p*
Grants given and received.	X	X	X	5p*
List of current contracts awarded and value of contract.	X		X	5p*
Members' Allowances and Expenses.	X		X	5p*
Individual payments of £250 or more made by the council.	X	X	X	5p*
<b>CLASS 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews).</b>				
Community Plan			X	5p*
Annual report to Town Meeting.	X	X	X	5p*
Quality Status accreditation.			X	n/a
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	5p*
Agendas of meetings (**Town Hall Noticeboard 3 clear days before the meeting).	X	X	X**	5p*
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting).	X	X	X	5p*
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting).	X		X	5p*
Responses to consultation papers.	X		X	5p*
Responses to planning applications.	X		X	5p*
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:</b>				
Procedural Standing Orders.	X		X	5p*
Committee and Sub-Committee Terms of Reference.	X		X	5p*
Delegated authority in respect of Officers.	X		X	5p*
Code of Conduct.	X	X	X	5p*
Policy Statements.	X		X	5p*
<b>Policies and procedures for the provision of services and about the employment of staff:</b>				
Internal policies relating to the delivery of services.	X		X	5p*
Equality and Diversity Policy.	X	X	X	5p*
Health and Safety Policy.	X	X	X	5p*
Recruitment Policies (including current vacancies).	X		X	5p*
Policies and procedures for handling requests for information.	X		X	5p*
Complaints procedures (including those covering requests for information and operating the publication scheme).	X	X	X	5p*
Information Security Policy.	X		X	5p*
Records Management Policies (records retention, destruction and archive).	X		X	5p*
Data Protection Policies.	X		X	5p*
Schedule of Charges (for the public information).	X		X	5p*
<b>CLASS 6 – Lists and registers (currently maintained lists and registers only).</b>				
Assets Register.	X		X	5p*
Disclosure Log.	Apply to the Town Clerk			
Register of Members' Interests.	Apply to the Town Clerk			
Register of Gifts and Hospitality.	Apply to the Town Clerk			
Register of Members' attendance at Full Council meetings.	X		X	5p*

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<b>CLASS 7 – The Services we offer.</b>				
Allotments	X	X	X	5p*
Cullompton Cemetery	X	X	X	5p*
Cullompton Town Hall	X		X	5p*
Upcott Recreation Field	X		X	5p*
St Andrew's Car Park	X		X	5p*
Seating, litter bins and other street furniture	X		X	5p*
Bus shelters	X		X	5p*
Outdoor markets.	X		X	5p*
War Memorials.	X		X	5p*
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	5p*

#### 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

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.