



DARTMOUTH TOWN COUNCIL

Publication Scheme Freedom of Information Act

Approved at Full Council on 2nd September 2019

To meet the requirements of the Freedom of Information Act 2000, Dartmouth Town Council has examined the range of documents it holds and has resolved to make many of these available to the public.

Classes of information for publication are below.

These are based on the Model Scheme for Local Councils and reflect the responsibilities of Dartmouth Town Council.

Availability of Information:

The details of the Scheme will be available:

- In person from Dartmouth Town Council, The Guildhall, Victoria Road, Dartmouth, TQ6 9RY from 9.00am – 2.00pm Monday to Friday
- By post from the same address (charges will apply)
- On the website www.dartmouthtowncouncil.gov.uk.

Charges for Information

The Council will not charge for the inspection of documents in electronic format or for viewing the information in the Council office. If hard copies are required, the Council will charge 10p per page for black and white and 50p per page for colour.

Any postage will be charged at cost.

In the event that a request is made for a large amount of information involving a great deal of research time an estimate will be given of the cost of providing such information.

Under these circumstances no work will be undertaken until an agreement to pay such costs has been undertaken by the person requesting the information.

The Council has the right to refuse a Freedom of Information (FOI) request if it will cost more than £450 to find and extract the information.

Some sensitive information is not available to members of the public. If this applies, the requestee will be told by Dartmouth Town Council why they cannot be provided some or all of the information requested. The Council might ask the requestee to be more specific so the right information can be provided.

Rights and Complaints

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 10 working days of receiving the request and payment. Any person who is unhappy with the way in which Dartmouth Town Council has dealt with their request under the Freedom of Information Act 2000 should raise the matter in accordance with the Town Council's Complaints Procedure.

Information to be published	How information can be obtained	Cost
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Class1 - Who we are and what we do <i>Organisational information, structures, locations and contacts</i>		
Who's who on the Council and Committees	website hard copy	free 10p per copy
Contact details for Town Clerk and Council members	website hard copy	free 10p per copy
Location of Council office and accessibility details	website Town Council noticeboard	free
Staffing Structure	website Hard copy	free 10p per copy

Class 2 - What we spend and how we spend it <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i>		
Current and previous financial year	website hard copy	free 10p per copy
Annual return form and report by auditor	website hard copy	free 10p per copy
Finalised budget	Hard copy	10p per copy
Precept	website hard copy	free 10p per copy
Borrowing approval letter	hard copy	10p per copy
Financial Standing Orders and Regulations	website hard copy	free 10p per copy
Grants given and received	website hard copy	free 10p per copy
Mayor's allowance	website hard copy	free 10p per copy
Member's allowance	website hard copy	free 10p per copy

Class 3 - What our priorities are and how we are doing*Strategies and plans, performance indicators, audits, inspections and reviews*

Parish Plan / Strategy Plan	website hard copy	free 10p per copy
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Class 4 - How we make decisions*Decision making processes and records of decisions*

Timetable of meetings (Council, committee/sub-committee meetings and parish meetings)	website hard copy	free 10p per copy
Agendas of meetings	website hard copy	free 10p per copy
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting.)	website hard copy	free 10p per copy
Reports presented to council meetings will be attached to the minutes (this will exclude information that is properly regarded as private to the meeting)	website hard copy	free 10p per copy
Responses to consultation papers	website hard copy	free 10p per copy
Responses to planning applications will form part of the minutes	website hard copy	free 10p per copy

Class 5 - Our policies and procedures*Current written protocols, policies and procedures for delivering our services and responsibilities; current information only*

<i>Policies and procedures for the conduct of council business:</i>		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	website hard copy	free 10p per copy
<i>Policies and procedures for the provision of services and about the employment of staff:</i>		
Internal 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	website hard copy	free 10p per copy

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	website hard copy	free 10p per copy
Records management policies (records retention, destruction and archive)	website hard copy	free 10p per copy
Data protection policies	website hard copy	free 10p per copy

Class 6 - Lists and Registers

Currently maintained lists and registers

Assets Register	hard copy	10p per copy
Disclosure Log (indicating the information that has been provided in response to requests)	hard copy	10p per copy
Register of members' interests	SHDC website (linked from DTC website) Hard copy	free 10p per copy
Register of gifts and hospitality	website hard copy	free 10p per copy

Class 7 – The Services we Offer

Information about the services we offer; current information only

Longcross Cemetery and St Saviours closed churchyard	website hard copy	free 10p per copy
Allotments (at Longcross Cemetery)	website hard copy	free 10p per copy
The Guildhall, The Old Market, The Butterwalk, Ivy Lane	website hard copy	free 10p per copy
Land and buildings at Coronation Park including public conveniences	website hard copy	free 10p per copy
Land and buildings at Royal Avenue Gardens including public conveniences	website hard copy	free 10p per copy
Land and buildings at the Castle Estate including public conveniences	website hard copy	free 10p per copy
Bus Shelters	website hard copy	free 10p per copy
A summary of services for which the Council is entitled to recover a fee, together with those fees eg burial fees	hard Copy	10p per copy

Schedule of Charges		
Type of Charge	Description	Basis of Charge
Disbursement Cost	Black and white photocopying is 10p per copy	Cost of toner for printer
	Colour photocopying is 50p per copy	Cost of toner for printer
	Postage	Actual cost of Royal Mail standard 2 nd class postage

Details of the model scheme under which this information is published can be downloaded from here -

<http://www.wells.gov.uk/uploads/documents/General/2.1ModelPublicationScheme.pdf>

Dartmouth Town Council

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