

Freedom of Information

Information available from Bampton Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) N.B. Councils should already be publishing as much information as possible about how they can be contacted.	https://www.bamptontowncouncil.gov.uk From the Clerk: clerk@bamptontowncouncil.gov.uk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Parish Notice Board</i> <i>Contact Clerk</i> <i>Website</i>	
Location of main Council office and accessibility details	<i>Parish Notice Board</i> Website: https://www.bamptontowncouncil.gov.uk	
Staffing structure	One member of staff	

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Hard copies/electronic copies held by Clerk

Current and previous financial year as a minimum

Annual return form and report by auditor

Hard copy held by Clerk

Finalised budget

Hard copy held by Clerk and Councillors

Precept

Hard copy held by Clerk

Borrowing Approval letter

None

Financial Standing Orders and Regulations

Website:
<https://www.bamptontowncouncil.gov.uk>

Hard copy held

Grants given and received

Clerk

List of current contracts awarded and value of contract

Available from the Clerk

Members' allowances and expenses	<i>n/a</i>
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Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Available from the Clerk

Parish Plan (current and previous year as a minimum)

No Parish Plan

Annual Report to Parish or Community Meeting (current and previous year as a minimum)

Hard copy held by Clerk and Chairman

Web site – minutes

Quality status

n/a

Local charters drawn up in accordance with DCLG guidelines

n/a

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Meeting Minutes on website

Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

Hard copy held by Clerk and Councillors
Notice Board
Newsletter
Web Site

Agendas of meetings (as above)

Hard copy held by Clerk and Councillors
Current on Notice board
Web Site

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

Hard copy held by Clerk and Councillors
Current on Notice board
Web Site

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Clerk

Responses to consultation papers

Information in minutes which are on the website or available from the clerk

Responses to planning applications

Included in minutes

Bye-laws

n/a

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Available from the clerk

Current information only

Policies and procedures for the conduct of council business:

Procedural standing orders

Committee and sub-committee terms of reference

Website, Clerk holds copies

Delegated authority in respect of officers

Code of Conduct

Policy statements

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

Available from the Clerk

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

Complaints procedures
(including those covering
requests for information
and operating the
publication scheme)

IT policy

Website or hard copy from the clerk

Records management
policies (records retention,
destruction and archive)

Available from the Clerk

Data protection policy

Website or hard copy from the clerk

Schedule of charges) for
the publication of
information)

See end of document

Class 6 – Lists and Registers

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

No publicly available list or register

publicised; in most circumstances existing access provisions will suffice)

Assets Register

Website or hard copy from the Clerk

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town and parish councils)

Not held

Register of members' interests

Available on Mid Devon District Council's website or from the Clerk

Register of gifts and hospitality

No gifts or hospitality received

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

(hard copy or website; some information may only be available by inspection)

Current information only

Allotments

n/a

Burial grounds and closed churchyards

n/a

Community centres and village halls	<i>n/a</i>
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	<i>n/a</i>
Markets	<i>n/a</i>
Public conveniences	<i>n/a</i>
Agency agreements	<i>n/a</i>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>n/a</i>
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Website, Facebook, notice board or from the Clerk
Planning Decisions	Included in minutes which are available on the website or from the Clerk. Also through Mid Devon District Council website middevon.gov.uk

Contact details: Mrs Jill Larcombe, Clerk & RFO, 4A Newton Square, Bampton, Tiverton, EX16 9NE

Tel: 077104 915211

Email:clerk@bamptontowncouncil.gov.uk

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
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost

Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)
Other	
* the actual cost incurred by the public authority	