



# BARNSTAPLE TOWN COUNCIL

## Class1: Who we are and what we do

Information	Hard Copy	Web-site	By Appointment	Cost
Who we are and what we do	✓	✓		1p per sheet
Who's who on the Council and its Committees	✓	✓		1p per sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	✓	✓		1p per sheet
Location of main Council office and accessibility details.	✓	✓		1p per sheet
Staffing structure	✓	✓		1p per sheet

## 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, current and previous financial year as a minimum.

Information	Hard Copy	Web-site	By Appointment	Cost
Annual return form and report by auditor	✓		✓	1p per sheet
Finalised budget	✓		✓	10p for document
Precept	✓		✓	1p per Sheet
Borrowing Approval letter	✓			1p per sheet

Financial Standing Orders and Regulations	✓			35p for document
Grants given and received	✓			1p per sheet
Members' allowances and expenses	✓		✓	1p per sheet

### **Class 3: What our priorities are and how we are doing**

Strategies and plans, audits, inspections and reviews.

Information	Hard Copy	Web-site	By Appointment	Cost
Committee Action Plans and strategies	✓			1p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	✓	✓		35p
Quality status	✓			1p per sheet

### **Class 4: How we make decisions**

Decision making processes and records of decisions, current and previous council year as a minimum.

Information	Hard Copy	Web-site	By Appointment	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓	✓		4p
Agendas of meetings (as above)	✓	✓		1p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	✓	✓		1p per sheet
Responses to consultation papers	✓	✓		1p per sheet
Responses to planning applications	✓	✓		1p per sheet

### **Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities, current information only.

<b>Information</b>	<b>Hard Copy</b>	<b>Web-site</b>	<b>By Appointment</b>	<b>Cost</b>
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	✓			1p per sheet
Policies and procedures for the provision of services and about the employment of staff but excluding details of individual salaries and personal information about members of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	✓			1p per sheet
Information Security	✓			1p per sheet

### **Class 6: Lists and Registers**

Currently maintained lists and registers only

<b>Information</b>	<b>Hard Copy</b>	<b>Web-site</b>	<b>By Appointment</b>	<b>Cost</b>
Any publicly available register or list	✓		✓	1p per sheet
Assets Register	✓		✓	1p per sheet
Register of members' interests	✓		✓	1p per sheet

### **Class 7: The services we offer**

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses, current information only.

<b>Information</b>	<b>Hard Copy</b>	<b>Web-site</b>	<b>By Appointment</b>	<b>Cost</b>
Allotments	✓	✓		1p per sheet
Community centres and village halls – some, but not details of individual leases and contracts.	✓		✓	1p per sheet
Parks, playing fields and recreational facilities	✓			1p per sheet
Seating, litter bins, clocks, memorials and lighting	✓			1p per sheet
Bus shelters	✓			1p per sheet
Agency agreements	✓		✓	No Copy
A summary of services for which the council is entitled to recover a fee, together with those fees.	✓			1p per sheet

**Contact details:**

Town Clerk,  
Barnstaple Town Council,  
Barum House,  
The Square,  
Barnstaple,  
Devon,  
EX32 8LS.  
Tel. 01271 373311.  
Email to [townclerk@barnstapletowncouncil.co.uk](mailto:townclerk@barnstapletowncouncil.co.uk)

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 1p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* The actual cost incurred by the public authority