



## **DAWLISH TOWN COUNCIL**

### **Freedom of Information Publication Scheme for Dawlish Town Council**

#### *General Information:*

Authority: Dawlish Town Council, The Manor House,  
Old Town Street, Dawlish. EX7 9AP

Responsible Officer: John J. Winchester – Town Clerk

Maintaining Officer: John J. Winchester – Town Clerk

Council Members: 16 Members (including the Town Mayor)

Website Address: [www.dawlish.gov.uk](http://www.dawlish.gov.uk)

#### ***Council Practice and Procedures:***

<b><i>Information to be published:</i></b>	<b><i>Method of publication:</i></b>
Council Agendas and Minutes	Posted on Town Council Notice board at the Manor House and website Sent to the following for posting: Leisure Centre, Library, Tourist Information Centre, Starcross Parish Council Local Newspapers and radio station.
Committee Agendas and Minutes	As above

<b><i>Council Practice and Procedures</i></b> (continued)	
<b><i>Information to be published:</i></b>	<b><i>Method of publication:</i></b>
Finance and General Purposes Committee	As above
Planning Committee	As above
Civic Amenities Committee	As above plus Co-opted Members of the Council (four)
Acceptance of Office; Standing Orders; Councillors Code of Conduct; Register of Councillors' interests; Dawlish Town Council Complaints procedure; Register of Members' Allowances; Annual Report	These can be inspected at the Town Council Offices, by appointment

<b><i>Financial</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
Fees and Charges	These can be inspected at the Town Council Offices, by appointment
The Annual Precept Figure	Published in the Teignbridge District Council leaflet
Annual Budget in Summary form	Published with Town Council Minutes

<b><i>Financial</i></b> (continued)	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
Expenditure against Budget in Summary form	Published as part of the monthly financial report to the Finance and General Purposes Committee and the Civic Amenities Committee and included in Minutes of those Committees
Payments made to contractors and suppliers	Published as part of the monthly financial report to the Finance and General Purposes Committee and the Civic Amenities Committee and included in Minutes of those Committees
Annual Accounts and supporting information	Can be inspected at the Town Council Offices, by appointment.
Financial Regulations; Standing Orders; Risk Assessments.	Can be inspected at the Town Council Offices, by appointment and on Town Council Website.

<b><i>Planning</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
Summary lists of planning applications	Displayed on notices boards as Minutes and Agendas, on website and circulated to Leisure Centre, Library, Tourist Information Centre, Starcross Parish Council Local Newspapers and radio station.
Individual Planning Applications and responses	Can be inspected at the Town Council Offices

<b><i>Planning</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
The adopted and draft Local Plan (Town Plan)	Can be inspected at the Town Council Offices.

<b><i>Health and Safety</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
Health and Safety Policy	Can be inspected at the Council Offices by appointment

<b><i>CCTV (Dawlish CCTV System)</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
As contained in CCTV protocol document: Introduction and Objectives Statement of purpose and principles Privacy and Data Protection Accountability and Public information Assessment of the system and Code of Practice Human Resources Control and operation of the cameras Access and security of monitoring room and associated equipment Management of recorded material Video prints Key personnel and responsibilities Extracts from Data Protection Act 1998	Can be inspected at the Town Council Offices by appointment.

<p>National Standard for the release of data to third parties  Restricted Access Notice  Declaration of Confidentiality (operator/manager/Councillor)  Declaration of Confidentiality (Inspector)  CCTV Operations Manual.  Human resources  Access to and security of Control Room  Health and safety  Video CD Roms and prints  Operating CCTV Control Panel  Viewing and copying video DC Roms  CCTV Camera operational procedure  Data Protection  CCTV Camera Guide  South and West Devon Police Division, Teignbridge District Council and Dawlish Town Council  Human Resources Protocol</p>	<p>Can be inspected at the Town Council offices by appointment:</p>
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<p><b><i>Archive Material</i></b></p>	
<p><b><i>Information to be published</i></b></p>	<p><b><i>Method of publication</i></b></p>
<p>Byelaws – Pleasure;  Grounds/Public Space;  Minutes;  Leases and Deeds;</p>	<p>Can be inspected at the Town Council Offices, by appointment.</p>

<b><i>Periodic Electoral Review</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
Documents on last electoral review	Can be inspected at the Town Council Offices, by appointment.
Documents on the last boundary change	Can be inspected at the Town Council Offices, by appointment.

<b><i>Employment</i></b>	
<b><i>Information to be published</i></b>	<b><i>Method of publication</i></b>
Staffing Structure; Equal Opportunities Policy; Terms and Conditions of Employment; Job Descriptions; Officer/Members Protocol	Can be inspected at the Town Council Office, by appointment

***Exempt Material:***

- Personal information relating to Councillors (other than required to be declared in Register of Interests)
- Personal information relating to employees
- Tenders and bids from contractors and suppliers  
(Note Data Protection Legislation prohibits the publication of certain categories of information)

### ***Charging Policy***

Information can be inspected, by appointment, at the Town Council Offices free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10p per single sided A4 sheet.

A detailed search of records (for example the Council Minutes or archive material) is subject to a charge of £10 per search and the relevant photocopying charges.

CCTV searches are subject to a charge of £10 (partners within the system shall be exempt from the charge).

### ***Review of Policy***

This Policy was approved by Dawlish Town Council at its meeting in January 2007 and will be reviewed bi-annually.

**Note:** Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Town Council Office to ensure that the information they require is still available.

**This data controller states that it is a public authority under the Freedom of Information Act 2000.**

FOI: CODEOFCONDUCT:Freedom of Information March 2007