



## Information available from DAWLISH Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>Town Council Office The Manor House Old Town Street Dawlish EX7 9AP <a href="http://www.Dawlish.gov.uk">www.Dawlish.gov.uk</a></p>	<p>NA</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>NA</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Mr. John J Winchester MILCM Tele No 01626 863388 e-mail <a href="mailto:townclerk@Dawlish.gov.uk">townclerk@Dawlish.gov.uk</a></p>	<p>NA</p>
<p>Location of main Council office and accessibility details</p>	<p>The Manor House Old Town Street</p>	

	DAWLISH EX7 9AP Opening Hours Mon – Fri 0930 to 1230 1:00 to 3:30 Sat/Sun Closed	NA
Staffing structure	As above	NA
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)  Town Council Office The Manor House Old Town Street DAWLISH EX7 9AP <a href="http://www.Dawlish.gov.uk">www. Dawlish.gov.uk</a>	NA
Annual return form and report by auditor	As Above	NA
Finalised budget	As Above	NA
Precept	As Above	NA
Borrowing Approval letter	Not Applicable	NA
Financial Standing Orders and Regulations	As Above	NA
Grants given and received	As Above	NA
List of current contracts awarded and value of contract	As Above	NA
Members' allowances and expenses	As Above	NA
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)  Town Council Office	NA

	The Manor House Old Town Street DAWLISH EX7 9AP www.Dawlish.gov.uk	
Parish Plan (current and previous year as a minimum)	As Above	NA
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As Above	NA
Quality status	As Above	NA
Local charters drawn up in accordance with DCLG guidelines	As Above	NA
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)  Town Council Office The Manor House Old Town Street DAWLISH EX7 9AP www.Dawlish.gov.uk	NA
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As Above	NA
Agendas of meetings (as above)	As Above	NA
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As Above	NA
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As Above	NA
Responses to consultation papers	As Above	NA
Responses to planning applications	As Above	NA

Bye-laws	As Above	NA
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>Town Council Office  The Manor House  Old Town Street  DAWLISH  EX7 9AP  <a href="http://www.Dawlish.gov.uk">www.Dawlish.gov.uk</a></p>	NA
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	As Above	NA
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy</p>	As Above	NA

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)		
Information security policy	As Above	NA
Records management policies (records retention, destruction and archive)	As Above	NA
Data protection policies	As Above	NA
Schedule of charges )for the publication of information)	As Above	NA
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)  Town Council Office The Manor House Old Town Street DAWLISH EX7 9AP <a href="http://www.Dawlish.gov.uk">www.Dawlish.gov.uk</a>	NA
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As Above	NA
Assets Register	As Above	NA
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not Applicable	
Register of members' interests	As Above	NA
Register of gifts and hospitality	As Above	NA

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Town Council Office          The Manor House          Old Town Street          DAWLISH          EX7 9AP  <a href="http://www.Dawlish.gov.uk">www.Dawlish.gov.uk</a></p>	<p>NA</p>
Allotments	As Above	NA
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	As Above	NA
Parks, playing fields and recreational facilities	As Above	NA
Seating, litter bins, clocks, memorials and lighting	As Above	NA
Bus shelters	As Above	NA
Markets	As Above	NA
Public conveniences	As Above	NA
Agency agreements	As Above	NA
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As Above	NA
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not</p>		

itemised in the lists above		

**Contact details:**

**The Town Clerk  
Dawlish Town Council  
The Manor House  
Old Town Street  
DAWLISH  
EX7 9AP.**

**Tele No. 01626 863388  
e-mail [townclerk@Dawlish.gov.uk](mailto:townclerk@Dawlish.gov.uk)  
website [www.Dawlish.gov.uk](http://www.Dawlish.gov.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 * 1p
	Photocopying @ 7p per sheet (colour)	Actual cost 7p
	Postage 34p (standard letter)	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	NA	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	NA	

\* the actual cost incurred by the public authority