



Information available from Dawlish Town Council

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website)</p> <p>Dawlish Town Council The Manor House Old Town Street Dawlish EX7 9AP www.dawlish.gov.uk</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 Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Andrew McKenzie 01626 863388 townclerk@dawlish.gov.uk</p> <p>North East Ward: Cllr Rosie Dawson, 07931 225680 Rosie.dawson@dawlish.gov.uk</p>	<p>NA</p>

	<p>Cllr Alison Foden Alison.foden@dawlish.gov.uk</p> <p>Cllr Lin Goodman-Bradbury 07931 225680 Lin.goodman-bradbury@dawlish.gov.uk</p> <p>Cllr Mike James, 01626 865482</p> <p>Cllr Mary Lowther, 01626 862011 Mary.lowther@dawlish.gov.uk</p> <p>Cllr Lisa Mayne, 01626 865680 Lisa.mayne@dawlish.gov.uk</p> <p>Cllr Linda Petherick, 01626 864655 Linda.petherick@dawlish.gov.uk</p> <p>Cllr Carole Tamlyn, 01626 866982 Carole.tamlyn@dawlish.gov.uk</p> <p>Cllr Martin Wrigley, 01626 891277 Martin.wrigley@dawlish.gov.uk</p>	
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	<p>South West Ward: Cllr Terry Lowther, 01626 862011 Terry.lowther@dawlish.gov.uk</p> <p>Cllr Val Mawhood, 07971 202521 Val.mawhood@dawlish.gov.uk</p> <p>Cllr John Petherick, 01626 864655 John.petherick@dawlish.gov.uk</p> <p>Cllr Rosalind Prowse, 01626 866621 Rosalind.prowse@dawlish.gov.uk</p> <p>Cllr Gary Taylor, 07712 527101 Gary.taylor@dawlish.gov.uk</p> <p>Cllr Byron Woods Byron.woods@dawlish.gov.uk</p> <p>Teignmouth Road Ward: Cllr Martin Heath, 01626 889200 Martin.heath@dawlish.gov.uk</p>	
Location of main Council office and accessibility details	The Manor House Old Town Street DAWLISH	NA

	EX7 9AP Opening Hours Mon – Fri 9.30am to 1.30 pm	
Staffing structure	Hard copy and/or website https://www.dawlish.gov.uk/menu_page.php?id=1	NA
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	(hard copy and/or website) Town Council Office The Manor House Old Town Street DAWLISH EX7 9AP www.Dawlish.gov.uk	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
Class 3 – What our priorities are and how we are doing	(hard copy or website)	

(Strategies and plans, performance indicators, audits, inspections and reviews)	Town Council Office The Manor House Old Town Street DAWLISH EX7 9AP www.Dawlish.gov.uk	NA
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
Local charters drawn up in accordance with DCLG guidelines	As Above	NA
Class 4 – How we make decisions (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 - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	As Above	NA
Responses to consultation papers	As Above	NA
Responses to planning applications	As Above	NA
Bye-laws	As Above	NA
<p>Class 5 – Our policies and procedures (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 www.Dawlish.gov.uk</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</p>	As Above	NA

<p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
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
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers 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 www.Dawlish.gov.uk</p>	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
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	(hard copy or website; some information may only be available by inspection) Town Council Office The Manor House Old Town Street DAWLISH EX7 9AP www.Dawlish.gov.uk	NA
Allotments	As Above	NA
Burial grounds and closed churchyards	NA	
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	NA	NA
Public conveniences	NA	NA
Agency agreements	As Above	NA

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

Tele No. 01626 863388

e-mail townclerk@dawlish.gov.uk

website www.Dawlish.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Estimated Actual cost
	Photocopying @ 10p per sheet (colour)	Estimated Actual cost
	Postage 56p (standard letter)	Actual cost of Royal Mail standard 2 nd class