



Office Hours
Monday to Friday
9am - 3pm

CHUDLEIGH TOWN COUNCIL

CHUDLEIGH TOWN HALL
MARKET WAY
CHUDLEIGH
NEWTON ABBOT
DEVON TQ13 0HL
Tel: 01626 853140

Email: Clerk@chudleigh-tc.gov.uk
Clerk: John Carlton

Information available from Chudleigh 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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Contact John Carlton, Town Clerk, The Town Hall, Market Way, Chudleigh, TQ13 0HL. Telephone 01626 853140 E mail clerk@chudleigh- tc.gov.uk	N/A
Who's who on the Council and its Committees	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Chudleigh Town Hall, Market Way, Chudleigh, Devon TQ13 0HL Email: clerk@chudleigh- tc.gov.uk / Telephone: 01	N/A

	626 853 140 Opening Hours: Monday - Friday 9:00 - 15:00	
Location of main Council office and accessibility details	Chudleigh Town Hall, Market Way, Chudleigh, Devon TQ13 0HL Email: clerk@chudleigh- tc.gov.uk / Telephone: 01 626 853 140 Opening Hours: Monday - Friday 9:00 - 15:00	N/A
Staffing structure	Hard copy from John Carlton, Town Clerk. Contact details above	N/A
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)	
Annual return form and report by auditor	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Finalised budget	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Precept	Information available on Town Council website www.chudleigh-tc.gov.uk .	N/A

	Hard copy from John Carlton, Town Clerk. Contact details above	
Borrowing Approval letter	Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Financial Standing Orders and Regulations	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Grants given and received	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
List of current contracts awarded and value of contract	Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Members' allowances and expenses	Councillors do not receive an allowance. Details of expenses are available from John Carlton, Town Clerk	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Town Council Plan & annual reports to Annual Town Meeting	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A

Neighbourhood Development Plan	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Agendas of meetings (as above)	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A

Responses to consultation papers	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Responses to planning applications	Information available in hard copy or electronic form from John Carlton, Town Clerk	
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Information available in hard copy or electronic form from John Carlton, Town Clerk	N/A
Policies and procedures for the provision of services and about the employment of staff: 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	Information available in hard copy or electronic form from John Carlton, Town Clerk	N/A

operating the publication scheme)		
Information security policy	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Records management policies (records retention, destruction and archive)	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Data protection policies	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Schedule of charges)for the publication of information)	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
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 publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets Register	Information available on Town Council website www.chudleigh-tc.gov.uk .	N/A

	Hard copy from John Carlton, Town Clerk. Contact details above	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	N/A	N/A
Register of members' interests	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	
Register of gifts and hospitality	Information available in hard copy or electronic form from John Carlton, Town Clerk	
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)	
Allotments	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Burial ground	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Town Hall room hires and activities at Town Hall	Information available on Town Council website	N/A

	www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	
Parks, playing fields and recreational facilities	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A
Seating, litter bins, clocks, memorials and lighting	Information available from John Carlton, Town Clerk	N/A
Bus shelters	Information available from John Carlton, Town Clerk	N/A
Markets	Information available from John Carlton, Town Clerk	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Information available on Town Council website www.chudleigh-tc.gov.uk . Hard copy from John Carlton, Town Clerk. Contact details above	N/A

Contact details:

John Carlton,
Town Clerk,

Chudleigh Town Hall, Market Way, Chudleigh, Devon TQ13 0HL

Email: clerk@chudleigh-tc.gov.uk / **Telephone:** 01626 853 140

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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 @ 5p per sheet (black & white)	Actual cost 0.467p
	Photocopying @ 10p per sheet (colour)	Actual cost 3.906p
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority