

Freedom of Information Act

Information available from KINGSTEIGNTON TOWN COUNCIL under the model publication scheme		
Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do	(hard copy and/or website)	N/A
(Organisational information, structures, locations and contacts) This will be current information only	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	
Who's who on the council and its committees	As above	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Mrs Carol J Lakin Tel: 01626 364089 Email: clerk@kingsteignton.gov.uk Web: http://www.kingsteignton.gov.uk/	N/A
Location of main Council Office and accessibility details	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP	N/A
	Opening hours Monday - Friday 9.30 a.m. - 12.30 p.m Saturday/Sunday - Closed	
Staffing Structure	As above	N/A
Class 2 - What we spend and how we spend it	(hard copy and/or website)	

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum)	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	
Annual return form and report by auditor	As above	N/A
Finalised budget	As above	N/A
Precept	As above	N/A
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	As above	N/A
Grants given and received	As above	N/A
List of current contracts awarded and value of contract	N/A	N/A
Members' allowances and expenses	N/A	N/A
Class 3 - What our priorities are and how we are doing	(hard copy and/or website)	N/A
(Strategies and plans, performance indicators, audits, inspections and reviews)	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	
Parish Plan (current and previous year as a minimum)	As above	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	N/A
Quality Status	As above	N/A
Local charters drawn up in accordance with DCLG guidelines	As above	N/A
Class 4 - How we make decisions	(hard copy or website)	

(Decision making processes and records of decisions) Current and previous council year as a minimum	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	N/A
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As above	N/A
Agendas of meetings (as above)	As above	N/A
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	As above	N/A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	As above	N/A
Responses to consultation papers	As above	
Responses to planning applications	As above	N/A
Bye-Laws	As above	N/A
Class 5 - Our pologies and procedures	(hard copy or website)	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	N/A
Policies and procedures for the conduct of council business:		
Procedural standing orders	As above	N/A
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		

Policies and procedures for the provision of services and about the employment of staff;	As above	N/A
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 operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 - Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	N/A
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As above	N/A
Assets Register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good	As above	N/A

practice, but may not be held by town/parish councils)		
Register of members' interest	As above	N/A
Register of gifts and hospitality	As above	N/A
Class 7 - The services we offer	(hard copy or website; some information may only be available by inspection)	N/A
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP http://www.kingsteignton.gov.uk/	
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community Centres and village halls	As above	N/A
Parks, playing fields and recreational facilities	As above	N/A
Seating, litter bins, clocks, memorials and lighting	As above	N/A
Bus Shelters	As above	N/A
Markets	N/A	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 (e.g. burial fees)	N/A	N/A
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		

Contact details:		
(hard copy or website; some information may only be available by inspection) Council Offices Community Hall Rydon Road KINGSTEIGNTON Devon TQ12 3LP		
Tel: 01626 364089		
Email: info@kingsteignton.gov.uk		
Web: http://www.kingsteignton.gov.uk/		
Schedule of Charges - This describes how the charges have been arrived at:		
Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 5p** per sheet (black & white)	Actual cost *1p
	Photocopying @ 12p** per sheet (colour)	
	Postage - standard letter rate	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	