

Data Transparency – Ottery St Mary Town Council (‘The Town Council’)

The Local Government Transparency Code 2014 came into effect in October 2014. The Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under Section 2 of the Local Government, Planning and Land Act 2007 (‘the Act’) to issue a Code of Recommended Practice (‘the Code’) as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with Section 3 (11) of the Act. It replaces any previous Codes issued in relation to authorities in England under those powers.

The code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012).
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community Regulations 2009 and
- Section 15 of the Audit Commission Act 1998 which provides a right for persons interested to inspect a local authority’s accounting records and supporting documentation and to make copies of them for a limited period each year.

Expenditure over £500.00

The Ottery St Mary (OSM) Town Council provides an approved schedule of payments at the main meeting of the Council held on the first Monday of each month. The payments are listed as part of the agenda and all expenditure is listed, detailing supplier and transaction information. The monthly schedules of expenditure over £500.00 can be viewed [here](#).

The agendas can be viewed on the Town Council noticeboards at Tipton St John, Alfrington, Taleford, OSM hospital, OSM Library and Coleridge Pre- School in Jesu Lane, OSM.

Senior Employees

The Town Council is required to publish details of any senior employees (including job descriptions, responsibilities, budgets and numbers of staff) earning over £58,200 per annum.

The Town Council has no employees earning in excess of this sum.

Staff Structure and Current Vacancies

The Town Council currently employs 3 members of staff: the Town Clerk and two assistants to the Town Clerk.

Councillor Allowances and Expenses

The Mayor receives an annual allowance of a maximum of £1000. The Mayor only claims expenses incurred which generally do not exceed £400 per year.

These items are shown in the schedule of payments included in the full Town Council agenda.

- **Members’ Allowances**

The Town Council pays an annual Allowance to Members of the Town Council pursuant to the Local Government Act 2000 and the Local Authorities (Members’ Allowances) (England) Regulations 2003. The Town Council Allowance relates to 7% of the EDDC Allowance for Members (£305.00). The Allowance for the Mayor is 10% of the EDDC Allowance (£436.00).

Members' Register of Interests can be viewed [here](#) via the East Devon District Council website.

Contracts and tenders to businesses and voluntary community and social enterprise sector

A copy of any such contract or tender will appear in a link [here](#).

Grants to the voluntary community and social enterprise sector

The Town Council sets aside a budget each year to support local organisations.

Guidance for applicants and an application form can be found using the [link below](#).

Grant Application Form (PDF)

The deadline for the submission of grants is 31st October each year.

Policies, Performance, External Audits and Key Inspections and Key Indicators

The Annual Return for the financial year ended 31 March 2018 has now been certified by the external auditor. It can be viewed by [clicking here](#).

Policies can be viewed [here](#).

The Location of Public Land or Building Assets

[Click here](#) to see the location of the buildings/land.

The Asset Register can be viewed [here](#).

Data of Democratic Running of the Town Council

The constitution of the Town Council is known as Standing Orders and lays out how the business of the Council is conducted. A copy of Standing Orders can be viewed [here](#).

The decisions of the Town Council are recorded in the minutes of meetings which can be viewed [here](#).

The last elections took place in May 2015. Declarations of results of polls can be seen [here](#). Click [here](#) to find out who the local Councillors are. Councillors normally serve a four year term. The next elections will take place in May 2019.