



OTTERY ST MARY TOWN COUNCIL

Procedure for handling requests made under Freedom of Information

Introduction

Ottery St Mary Town Council aims to be an open and fair organisation and welcomes enquiries from the public at all times.

Any member of the public wishing to apply for information relating to the Town Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Town Council's responsibility to make them available. The Council has adopted the Model Publication Scheme which is published on its website.

To request information a member of the public should write to or email the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

There are exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit www.legislation.gov.uk). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial implications to a request. If the Council intends to charge a fee for the information it must send the requestor a fees notice within 20 working days. Ottery St Mary Town Council charges 10p per page and the cost of standard rate postage. The Council can estimate the officer time of providing information and if it exceeds 18 hours then a fee may be charged. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Information available from Ottery St Mary Town Council under the model Publication Scheme

Adopted by Ottery St Mary Town Council on 1st December 2008 (Minute 08/12/25) Freedom of Information Act 2000 s19 (i) (20)

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		
Who's who on the Council and its Committees	Web Hard Copy contact office	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web Hard Copy – contact office	Free
Location of main Council office and accessibility details	Web Hard Copy – contact office	Free
Photocopying Charges for Plans	Hard Copy	10p
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		
Annual return form and report by auditor	Hard Copy – contact Clerk	Free
Finalised budget	Hard Copy – contact Clerk	Free
Precept	Hard Copy – contact Clerk	Free
Borrowing Approval letter	Hard Copy – contact Clerk	Free
Financial Standing Orders and Regulations	Hard Copy – contact Clerk	Free
Grants given and received	Hard Copy – contact Clerk	Free

List of current contracts awarded and value of contract	Hard Copy – contact Clerk	Free
Members' allowances and expenses	Hard Copy – contact Clerk	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web Hard Copy – contact office	Free Free
Quality status	contact office	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Hard Copy – contact office	Free Free
Agendas of meetings (as above)	Web Hard Copy – contact office	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Hard Copy – contact office	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact office	Free
Responses to consultation papers	Hard Copy – contact office	Free
Responses to planning applications	Hard Copy – contact office	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders		Free

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy – contact office	
Policies and procedures for the provision of services and about the employment of staff:		Free
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)	Hard Copy – contact office	Free
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	Inspection only	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy and/or website	
Assets Register	Inspection only – contact office	
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)	Inspection only – contact office	
Register of members' interests	Inspection only – contact office	
Register of gifts and hospitality	Inspection only – contact office	
Class 7 – the Services we Offer		
Allotments	Web Hard Copy –	Free Free
Burial ground	Hard copy	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	

Seating, litter bins, clocks, memorials and lighting	Hard copy only	Free
Bus shelters	Not applicable	Free
Public conveniences	Hard copy	Free
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	

Contact Details:

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Town Clerk
Ottery St Mary Town Council
The Old Convent
8 Broad Street
Ottery St Mary
EX11 1BZ
Email: enquiries@otterystmary-tc.gov.uk

Telephone 01404 812252

Website: www.otterystmary-tc.gov.uk

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 @ 10p per sheet (black & white)	Actual cost of Paper-machine
	Photocopying @ ..p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation