

BAMPTON TOWN COUNCIL: Model Publication Scheme	
Information to be published	How the information can be obtained
1. Who we are and what we do	
* Names and addresses, telephone numbers and e-mail addresses of Parish Clerk and Councillors	Website and Noticeboards or Hard Copy from Clerk
* MDDC and DCC Councillors	Website and Noticeboards
2. What we spend and how we spend it	
* Annual return form and report by auditor	Hard Copy from Clerk
* Finalised budget	Hard Copy from Clerk
* Precept	Hard Copy from Clerk
* Financial Standing Orders and Regulations	Hard Copy from Clerk
* Annual accounts	Website or Hard Copy from Clerk
* Grants Given and Received	Website or Hard Copy from Clerk
3. What our priorities are and how we are doing	
* Parish Plan	In progress
* Annual Report to Parish Meeting	Website or Hard Copy from Clerk
* Mid Devon District Council and Town and Parish Council Charter	Hard Copy from Clerk
4. How we make decisions	
* Timetable of Meetings	Website, Noticeboard, Hard Copy from Clerk
* Agendas of Meetings	Website, Noticeboard, Hard Copy from Clerk
* Minutes of Meetings	Website, Noticeboard, Signpost, Library, Post Office
* Reports presented to council meetings	Bawdens the Bakers, Hard Copy from Clerk
* Responses to Consultation papers	Hard Copy from Clerk
* Responses to Planning Applications	Hard Copy from Clerk
5. Our policies and procedures	Website (within Minutes) Hard Copy from Clerk
* Procedural standing orders	Hard copy from Clerk
* Code of Conduct	Hard copy from Clerk
Policies and procedures for the provision of services	
* Policies and procedures for handling requests for information	Hard copy from Clerk

* Complaints procedure		Hard copy from Clerk	
* Schedule of charges for the publication of information		Website, Hard copy from Clerk	
6. Lists and Registers			
Currently maintained lists and registers only			
* Assets Register		Hard copy from Clerk	
* Register of Members' Interests		Hard copy from Clerk	
	TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost		Photocopying @ 10p per sheet (black and white)	Actual Cost
		Postage	Actual Cost
			Royal Mail
			Std.2nd Class
In exceptional circumstances, some information may be available only by viewing in person. An appointment to view the information will be arranged in a reasonable timescale and charges made on the basis of cost recovery. Anyone requesting information will be informed of any charge before information is provided. Payment will be due before providing information.			