



## Information available from Bovey Tracey Town Council Council under the model publication scheme

*The information in the following table can either be downloaded for free from [www.boveytracey.gov.uk](http://www.boveytracey.gov.uk) or where necessary can be requested from the Town Clerk. There will be no charge for emailed documents, however charges will apply for hard copies and postage (where appropriate).*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> For Organisational information, structures, locations and contacts, please contact:		

Who's who on the Council and its Committees	Mr Mark Wells (Town Clerk) Bovey Tracey Town Council Town Hall Place Bovey Tracey TQ13 9EG Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a>	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Location of main Council office and accessibility details	Town Hall Town Hall Place Bovey Tracey TQ13 9EG  Opening Hours – Mon–Fri - 9.00am – 5.00pm Sat/Sun - Closed	N/A
Staffing structure	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		

Annual return form and report by auditor	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Finalised budget	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Precept	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Grants given and received	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
List of current contracts awarded and value of contract	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Members' allowances and expenses	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
<b>Class 3 – What our priorities are and how we are doing</b>		

Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Quality status	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Agendas of meetings (as above)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Responses to consultation papers	Mr Mark Wells (Town Clerk)	N/A

	Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	
Responses to planning applications	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Bye-laws	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
<b>Class 5 – Our policies and procedures</b>		
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	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A

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	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Records management policies (records retention, destruction and archive)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Data protection policies	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Schedule of charges (for the publication of information)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Assets register	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a>	N/A

	Tel: 01626 834217	
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)	N/A	N/A
Register of members' interests	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Register of gifts and hospitality	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
<b>Class 7 – The services we offer</b>		
Allotments	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Burial grounds and closed churchyards	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Community centres and village halls	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Parks, playing fields and recreational facilities	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Seating, litter bins, clocks, memorials and lighting	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A

Bus shelters	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Markets	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Public conveniences	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Agency agreements	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Mr Mark Wells (Town Clerk) Email: <a href="mailto:info@boveytracey.gov.uk">info@boveytracey.gov.uk</a> Tel: 01626 834217	N/A

**Contact details:** Mr Mark Wells (Town Clerk)  
Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG  
Tel: 01626 834217  
Email: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk)



## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 1p per sheet (black & white)	Actual cost 1p *
	Photocopying @ 5p per sheet (colour)	Actual cost 4.5p *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the Town Council