



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
SEATON
EX12 2PJ
TEL: 01297 24009

Information available under the model publication scheme

Axmouth Parish Council website: www.axmouthparishcouncil.co.uk

Email: clerk@axmouth.eastdevon.gov.uk

EDDC website: www.eastdevon.gov.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (current information only)		
Who's who on the Council	Website & notice board	free
Contact details for Parish Clerk and Council members	Website & notice board	free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website Summary on notice board Hard Copy Email (PDF)	free free 10p per sheet* free
Finalised budget	Hard copy from Clerk E mail (PDF)	10p per sheet* free
Precept	Hard copy from Clerk E mail (PDF)	10p per sheet* free
Financial Standing Orders and Regulations	Website Hard copy from Clerk Email (PDF)	free 10p per sheet* free
Grants given and received	Hard copy from Clerk Email (PDF)	10p per sheet* free
Class 3 – What our priorities are and how we are doing		

Annual Report to Parish Meeting	Hard copy from Parish Clerk E mail Website	10p per sheet* free free
Quality status	Not applicable	
Class 4 – How we make decisions		
Timetable of meetings	Website Notice board E mail (PDF)	free free free
Agendas of meetings	Website Notice board	free free
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website E mail Hard copy from Parish Clerk	free free 10p per sheet*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	With Minutes	
Responses to consultation papers	Hard copy from Parish Clerk	10p per sheet*
Responses to planning applications	On Minutes On EDDC website	As above free
Bye-laws	On EDDC website	free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct *	E mail Hard copy from Parish Clerk *Code of conduct from Standards Authority website - free	free 20p per sheet*
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	E mail Hard copy from Parish Clerk	free 20p per sheet*
Information security policy	E mail Hard copy from Parish Clerk	free 20p per sheet*
Data protection policies	E mail Hard copy from Parish Clerk	free 20p per sheet*
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers		

(Currently maintained lists and registers only)		
Assets Register	Hard copy from Parish Clerk E mail (PDF)	20p per sheet* free
Disclosure log	Not Applicable	
Register of members' interests	At EDDC	
Register of gifts and hospitality	Not Applicable	
Class 7 – The services we offer		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
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)	Not applicable	

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 @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage*	Actual cost of Royal Mail standard 2 nd class*

Introduced: May 2016

Reviewed: May 2017

May 2018