

## Information available from Honiton Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information the Town Council currently holds. If the Council does not hold some of the information listed below, it is marked it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  Current information only	(hard copy or website)  Honiton Town Council	
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Website  <a href="#">Your Councillors and Staff - Honiton Town Council</a>  <a href="#">Current List of Councillors - 15.4.2024.pdf (honiton.gov.uk)</a>	Nil
Postal and email address  Contact details for Parish Clerk and Council members	Honiton Town Council The Beehive Dowell Street Honiton Devon, EX14 1LZ	Nil

Where possible, provide named contacts including contact phone numbers and email addresses	<a href="mailto:towncouncil@honiton.gov.uk">towncouncil@honiton.gov.uk</a> Town Clerk: Stephen Hill <a href="mailto:clerk@honiton.gov.uk">clerk@honiton.gov.uk</a> 01404 42957  <a href="#">Your Councillors and Staff - Honiton Town Council</a>  <a href="#">Contact Us - Honiton Town Council</a>	
Location of main Council office and accessibility details	Honiton Town Council The Beehive Dowell Street Honiton Devon, EX14 1LZ	Nil
Staffing structure	Town Clerk Deputy Town Clerk Town Clerk's Assistants Market Superintendent Maintenance	Nil
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)  Website  <a href="#">Finance Information - Honiton Town Council</a>	Nil
Statement of accounts and internal audit report in the format included in the Annual Return form	<a href="#">Finance Information - Honiton Town Council</a>	Nil

Finalised budget	<a href="#">BUDGET Rev 3a FOR YEAR 2024 and 2025 1.pdf (honiton.gov.uk)</a>	Nil
Precept	£595,225 24/25	
Borrowing Approval letter		
All items of expenditure above £100	<a href="#">Finance Information - Honiton Town Council</a>	Nil
Financial Standing Orders and Regulations	<a href="#">HTC financial-regulations-england-February 2023 Final Copy 2023.pdf (honiton.gov.uk)</a>  <a href="#">HTC Standing Orders 31 August 2021 based on NALC Model SO 2018 for England revised 2020 2023.pdf (honiton.gov.uk)</a>	Nil
Grants given and received	<a href="#">Finance Information - Honiton Town Council</a>	Nil
List of current contracts awarded and value of contract	<a href="#">Finance Information - Honiton Town Council</a>	Nil
Members' allowances and expenses	<a href="#">Your Councillors and Staff - Honiton Town Council</a>	Nil
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)  Work Programmes: <a href="#">Council Policies - Honiton Town Council</a>	Nil

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	<a href="#">Finance Information - Honiton Town Council</a>	Nil
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	<a href="#">Annual Reports &amp; Newsletters - Honiton Town Council</a>	Nil
Quality status	NALC Foundation Level	Nil
Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<a href="#">Honiton Market RA 24 v1.pdf</a>	Nil
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)   <a href="#">Agendas, Minutes &amp; Meetings - Honiton Town Council</a>	Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="#">Meeting Dates 24-25.pdf (honiton.gov.uk)</a>	Nil
Agendas of meetings (as above)	<a href="#">Agendas, Minutes &amp;</a>	Nil

	<a href="#">Meetings - Honiton Town Council</a>	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<a href="#">Agendas, Minutes &amp; Meetings - Honiton Town Council</a>	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<a href="#">Agendas, Minutes &amp; Meetings - Honiton Town Council</a>	Nil
Responses to consultation papers	<a href="#">Agendas, Minutes &amp; Meetings - Honiton Town Council</a>	Nil
Responses to planning applications	<a href="#">Planning Committee - Honiton Town Council</a>	Nil
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  <a href="#">Allotments - Honiton Town Council</a>  <a href="#">Roundball Wood - Honiton Town Council</a>  <a href="#">High Street Market - Honiton Town Council</a>	Nil
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<a href="#">HTC Standing Orders 31 August 2021 based on NALC Model SO 2018 for England revised 2020 2023.pdf (honiton.gov.uk)</a>  <a href="#">Council Structure - Honiton Town Council</a>  <a href="#">Local Government Association Model</a>	Nil

	<a href="#">Councillor Code of Conduct 2020 (honiton.gov.uk)</a>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<a href="#">Council Policies - Honiton Town Council</a>	Nil
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<a href="#">Council Policies - Honiton Town Council</a>	Nil
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	n/a	
Assets register, including details of	<a href="#">Rev2 Asset Register</a>	Nil

public land and building assets	<a href="#">2023.pdf</a> ( <a href="http://honiton.gov.uk">honiton.gov.uk</a> )	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	n/a	
Register of members' interests	<a href="#">Your Councillors and Staff - Honiton Town Council</a>	Nil
Register of gifts and hospitality	n/a	
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	<a href="#">Allotments - Honiton Town Council</a>	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets	<a href="#">High Street Market - Honiton Town Council</a>	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	n/a	
<b>Additional Information</b>		

Information not itemised in the lists above	n/a	

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred