



## Buckfastleigh Town Council Freedom of Information Act 2000 Publication Scheme

Authority: **Buckfastleigh Town Council**

Responsible Officer Mrs Judith M. Hart Town Clerk

Maintaining Officer Mrs Judith M. Hart Town Clerk

Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

Tel: 01364 642576

Email: [clerk@buckfastleigh.gov.uk](mailto:clerk@buckfastleigh.gov.uk)

Website: [www.buckfastleigh.gov.uk](http://www.buckfastleigh.gov.uk)

### Introduction

The Freedom of Information Act 2000, which came into full effect on 1 January 2005, gives a general right of access to many types of recorded information held by Local Government Authorities. Buckfastleigh Town Council is a Local Government Authority as defined in the Act.

Every Public Authority is required to adopt and maintain a model publication scheme with effect from 1 January 2009. Buckfastleigh Town Council adopted the attached model publication scheme at the Town Council meeting held on 9 September 2009.

| Information to be published | Method of Publication  |
|-----------------------------|--|
| <b>General</b>              |  |
| Details of Councillors      | Available on the Town Council website, notice boards or hard copy  |
| Details of staff            | Website or hard copy   |
| Schedule of Meetings        | Website, notice boards or hard copy  |
| Council Agendas and Minutes | Agendas are posted on the Town Hall Notice Board and published on the Town Council website<br>Town Council and Committee meeting minutes are published on the website or hard copy |
| Standing Orders             | Website or hard copy   |

|  |   |
|--|---|
| Data Protection Policy and Privacy Notice - General Data Protection Regulation 2018 (GDPR) | Website or hard copy  |
| Social Media & Electronic Communication Policy   | Website or hard copy  |
| Equality and Diversity Statement   | Hard copy   |
| Health and Safety Policy   | Hard copy   |
| Freedom of Information Policy  | Website or hard copy  |
| General Data Protection Regulations  | Website or hard copy  |
| Complaints procedure   | Complaints to be put in writing and sent to the Town Clerk or Chair of the Town Council   |
| Councillors – Code of Conduct  | Website or hard copy  |
| Register of current Councillors Interests  | Available from Teignbridge District Council and published on the TDC website  |
| <b>Financial</b>   |   |
| Annual Precept and Budget  | Published in the Town Council and Finance Committee minutes or hard copy  |
| Annual Return – Annual Governance, Accounting Statements and Exercise of Public Rights     | Published on the website and in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 |
| Full Budget details and Expenditure  | Hard copy   |
| Financial Regulations  | Website or hard copy  |
| Grants   | Applications and policies are downloadable from the website. List of successful applications - website or hard copy   |
| Asset Register   | Website or hard copy  |
| <b>Planning</b>  |   |
| Summary lists of current planning applications   | Displayed on the Town Hall Notice Board from Dartmoor National Park Authority and Teignbridge District Council.   |
| Individual current planning applications   | Can be inspected at the Town Hall between the hours of 9.00am and 1.00pm Monday to Friday or by appointment.  |

|                                     |   |
|-------------------------------------|---|
| Responses to planning applications  | Published in minutes of Council meetings on the website                 |
| Responses to consultations          | Published in minutes of Council meetings on the website                 |
| Adopted and Draft Local Plans       | Can be inspected at the Town Hall when available.                       |
| Decisions of the Planning Authority | Available from the planning authority                                   |
| Draft Neighbourhood Plan            | Published on website or hard copy available to inspect at the Town Hall |
| <b>Archive Material</b>             |   |
| Minutes of the Council              | Hard copy   |

### Exempt Material

Personal information relating to Councillors (other than required to be declared in the Register of Interest).

### Confidential Minutes

Personal information relating to employees (including salary, appraisal reports & sickness records)

Tenders and bids from contractors and suppliers

General correspondence sent or received (General Data Protection Regulation 2018)

### Record Retention

| Document   | Period      | Reason                                   |
|--|-------------|--|
| Minutes  | Indefinite  | Archive                                  |
| Accounts   | Indefinite  | Archive                                  |
| Receipts books   | 6 years     | VAT                                      |
| Bank statements, paying-in books and cheque book stubs | 6 years     | Audit                                    |
| Invoices   | 6 years     | VAT                                      |
| VAT records  | 6 years     | VAT                                      |
| Insurance policies                                     | While valid |  |
| Planning applications                                  | 5 years     | Originals held by the Planning Authority |
| Deeds  | Indefinite  |  |

### Charging Policy

The Council will not charge for information to be viewed at the Town Hall, but copies of documents are charged at 10p per sheet and if required can be sent by Royal Mail standard 2<sup>nd</sup> class

List of Documents for retention or disposal - available on request

Adopted by Buckfastleigh Town Council at the Town Council Meeting held on 9 September 2009  
Reviewed annually and updated May 2018