

**AXMINSTER TOWN COUNCIL: PUBLICATION SCHEME (Freedom of Information 2000 s.19)**

**Information available from Axminster Town Council under the Information Commissioner’s model publication scheme**

<b>Information</b>	<b>How the information can be obtained i.e. hard copy from Town Council Office or from the website<sup>1</sup></b>	<b>Cost</b>
<b>Class 1 – who we are and what we do</b> (organisational information, structures, locations and contacts)		
Who’s who on the Council and its committees	website/hard copy	foc
Contact details for the Town Clerk and Council members	website/hard copy	foc
Location of Town Council office and accessibility details	website/hard copy	foc
Staffing structure	website/hard copy	foc
<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) – current and previous financial year as a minimum		
Annual Return and Auditor’s report and AGAR	website/hard copy	foc
Current Year Budget	website/hard copy	foc
Next Year Budget	website/hard copy	foc
Precept	website/hard copy	foc
Borrowing approval letter	hard copy	n/a
Financial Regulations	website/hard copy	foc
Grants given and received	website/hard copy	foc
Current contracts awarded and value of contract	hard copy	foc
Members’ allowances and expenses	hard copy	foc
<b>Class 3 – What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews)		
Town Plan (if currently adopted) / Neighbourhood Plan	website/hard copy	foc
Annual Chair’s Report (current and previous year as a minimum)	website/hard copy	foc
NALC Quality Status Award (accreditation)	website/hard copy	foc
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

<sup>1</sup> Town Council Office is at The Guildhall, West Street, Axminster, EX13 5NX  
Web-site is [www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk).

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<b>Class 4 – How we make decisions</b> (decision-making processes and records of decisions – current and previous council year as a minimum). Information for individual items in this section will be provided free of charge. More than one item under each heading will be charged at 10p per A4 sheet. Any size larger than A4 will be charged at 15p per sheet.		
Timetable of meetings (Town Council, Council committees and sub-committees)	website/hard copy	foc
Agendas of meetings	website/hard copy	foc
Minutes of meetings (excluding information that is properly regarded as confidential)	website/hard copy	foc
Reports presented to council meetings	website/hard copy	foc
Responses to consultation papers	website/hard copy	foc
Responses to planning applications	website/hard copy	foc
Bye-laws (if made)	hard copy	foc
<b>Class 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities)		
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>	website/hard copy hard copy hard copy hard copy hard copy	foc foc foc foc foc
Policies and procedures for the provision of services and about the employment of staff:		
<ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> </ul>	hard copy hard copy hard copy hard copy hard copy	foc foc foc foc foc
Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy	foc
Information security policy / IT policy	hard copy	foc
Records management policies (records retention, destruction and archive)	hard copy	foc
Data protection policies / GDPR	hard copy	foc
Schedule of charges for the publication of information	web-site/hard copy	foc

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<b>Class 6 – Lists and Registers</b> (currently maintained lists and registers only)		
Any publicly available register or list	hard copy	foc
Assets Register	hard copy	foc
Disclosure log (indicating the information that has been provided in response to requests)	not held	n/a
Register of members' interests	hard copy	foc
Register of gifts and hospitality	hard copy	foc
<b>Class 7 – The services we offer</b> (including leaflets, guidance and newsletters produced for the public and businesses – current information only)		
Allotments	web-site/hard copy	foc
Burial grounds and closed churchyards	web-site/hard copy	foc
Community centres and village halls	web-site/hard copy	foc
Parks, playing fields and recreational facilities	web-site/hard copy	foc
Seating, litter bins, clocks, memorials and lighting	web-site/hard copy	foc
Bus shelters	web-site/hard copy	foc
Markets	web-site/hard copy	foc
Public conveniences	web-site/hard copy	foc
Agency agreements	web-site/hard copy	foc
A summary of services for which the council is entitled to recover a fee, together with those fees	web-site/hard copy	foc
<b>Additional Information</b>		
<b>Contact details</b>		
The Town Clerk Axminster Town Council, The Guildhall, West Street, Axminster, EX13 5NX 01297 32088 / <a href="mailto:clerk@axminstertowncouncil.gov.uk">clerk@axminstertowncouncil.gov.uk</a>		

Approved by Town Council on 30<sup>th</sup> March 2026

Approved 2026