



DULVERTON
GATEWAY TO EXMOOR

www.dulvertontowncouncil.co.uk

The Clerk
Dulverton Town Council
The Council Office
2A Lady Street, Dulverton
Somerset TA22 9BZ

clerk@dulvertontowncouncil.co.uk
Telephone: 01398 324561

Model Publication Scheme

Documents and Information available under the Model Publication Scheme

Information published	Where	Cost
1. Who we are and what we do		
(Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	Free
Contact details for Staff and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Committees	Website	Free
2. What we spend and how we spend it		
(Financial information, projected and actual, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
3. What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Town Meeting	Website	Free
Quality status details	Website	Free
4. How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website	Free
Notice and Agendas of meetings	Website	Free
Minutes of meetings (as above & after Approval by Council)	Website	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Website	Free
5. Our policies and procedures		
Policy documents	Website	Free
Schedule of charges (for the publication of information)	Website	Free

6. Lists and Registers

Assets Register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy	10p/Sheet

7. The services we offer

(Information about the services we offer)

Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free

Note: All information listed as available from our website may also be obtained in hardcopy from the Council Office below at a cost of 10p per sheet.

Contact details:

The Town Clerk , Dulverton Town Council, 2b lady Street Dulverton TA22 9BX

email: clerk@dulvertontowncouncil.co.uk

Website: www.dulvertontowncouncil.co.uk

Reviewed by the Policy, Procedure and HR Committee –