

# FREEDOM OF INFORMATION ACT 2000

## Information available from Doddiscombsleigh Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website & hard copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & hard copy	Free
Location of main Council office and accessibility details	Council does not have an office. The Clerk's details are published for direct contact.	
Staffing structure – Council employs one parish clerk	As above	
<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 form and report by auditor	Hard copy	Free

Finalised budget	Website Hard copy	Free Free
Precept	Hard copy	Free
Financial Standing Orders and Regulations	Website Hard copy	Free Free
Grants given and received	Website Hard copy	Free Free
List of current contracts awarded and value of contract	Hard copy	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free Free
Quality status certificate	By inspection	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Website Hard copy	Free Free
Agendas of meetings (as above)	Parish notice boards (Current Agenda 3 clear days before a meeting.) Hard copy Website	Free  Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy By inspection	Free Free Free

Reports presented to meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free Free
Responses to consultation papers	Hard copy (Can also see Minutes on website)	Free
Responses to planning applications	Hard copy (Can also see Minutes on website)	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statements	Website Hard copy	Free Free
Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free Free
Schedule of charges (for the publication of information)	See the last page of this guide.	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hard copy and website	Free
Register of members' interests	Held by Teignbridge District Council and on Parish Website	
Register of gifts and hospitality	Held by Teignbridge DC	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	Free
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, and lighting	Hard copy	Free
Bus shelters	Hard copy	Free
Public conveniences	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg. burial fees)	Website Hard copy	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Parish Clerk

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## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

The hard copy and the website is free to access.

This Publication Scheme was adopted by the Council at its meeting held on 3<sup>rd</sup> May 2018.