

FREEDOM OF INFORMATION ACT 2000

Information available from Dunchideock Parish Council in accordance with the Information Commissioners Office model publication scheme

Reviewed May 2019

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Where hard copy is stated, this is available from the Clerk</p>
Who's who on the Council and its Committees	Website and hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and the Clerk
Location of main Council office and accessibility details	The Council does not have an office. Appointments can be made with the Clerk by phone or email during office hours of Monday – Friday 9am to 5pm
Staffing structure	The Council employs one Clerk
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<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Where hard copy is stated, this is available from the Clerk</p>
Annual return form and report by auditor	Website and hard copy
Finalised budget	Website and hard copy
Precept	Website and hard copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Website and hard copy
List of current contracts awarded and value of contract	Not applicable
Members' allowances and expenses	Not applicable
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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Where hard copy is stated, this is available from the Clerk</p>
Parish Plan (current and previous year as a minimum)	Website and hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Where hard copy is stated, this is available from the Clerk</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website and hard copy</p>
<p>Agendas of meetings (as above)</p>	<p>Website and hard copy Parish notice boards</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website and hard copy Parish notice boards</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website and hard copy</p>
<p>Responses to consultation papers</p>	<p>Website and hard copy</p>
<p>Responses to planning applications</p>	<p>Website and hard copy</p>
<p>Bye-laws</p>	<p>Not applicable</p>
<p>Intentionally Blank</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Where hard copy is stated, this is available from the Clerk</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website and hard copy where applicable</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website and hard copy where applicable</p>
<p>Information security policy</p>	<p>No policy. We adhere to the Freedom of Information Act and Data Protection legislation and are registered with the Information Commissioners Office</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website and hard copy</p>
<p>Data protection policies</p>	<p>No policy. We adhere to Data Protection legislation and are registered with the Information Commissioners Office</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Normally no charge, but the right is reserved to make a charge for a high number of copies.</p>
<p>Intentionally Blank</p>	

Class 6 – Lists and Registers	Where hard copy is stated, this is available from the Clerk
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable
Assets register	Website and hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Application to the Clerk
Register of members' interests	Website Teignbridge District Council
Register of gifts and hospitality	Teignbridge District Council
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Where hard copy is stated, this is available from the Clerk
Current information only	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Not applicable
Seating, litter bins, clocks, memorials and lighting	Website and hard copy
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable
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Contact details:

Parish Clerk: Mr N R Harvey, TD, ACIB, Tel: 01392 422390

Email: parishclerk@dunchideock.org.uk

Website address: www.dunchideock.org.uk

	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Nil
	Photocopying @ ..p per sheet (colour)	Nil
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation as applicable