

Information Available from North Huish Parish Council under the model publication scheme

Freedom of Information Act 2000

In accordance with Government requirements this Parish Council now makes available all categories of Information to any Elector of this Parish, as per Local Councils Model Publication Scheme (Core Classes only).

Application should be made to the Parish Clerk, Mr T. Luscombe for an appointment to view information. A fee will be payable depending on the location available and letting costs incurred. This fee will be determined and will be payable before a meeting takes place. Any photocopying costs will be added to the fee. See forward for copying costs

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contracts) This will be current information only.		
Who's who on the Council	Hard copy from clerk	c/f
Contact details for Parish Clerk and Council members (addresses) Addresses that are "sensitive information" cannot be given.	Hard copy from clerk	c/f
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy from clerk	c/f
Finalised budget	N/A	
Precept	Hard copy from clerk	c/f
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy from clerk	c/f
Grants given and received	Hard copy from clerk	c/f
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from clerk	c/f
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from clerk	c/f
Agendas of meetings destroyed when at end of administrative use	Hard copy from clerk	c/f
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. Minutes passed to Devon Records Office for safekeeping when appropriate	Hard copy from clerk	c/f
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from clerk	c/f
Responses to consultation papers	Hard copy from clerk	c/f
Responses to planning applications	Hard copy from clerk	c/f
Bye-laws	N/A	
Class 5 – Our policies and procedures (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy from clerk N/A N/A Hard copy from clerk N/A	c/f c/f
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A Hard copy from clerk Hard copy from clerk Hard copy from clerk Hard copy from clerk Hard copy from clerk	 c/f c/f c/f c/f c/f
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	See below	c/f
Class 6 – Lists and Registers 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)	N/A	
Assets register	Hard copy from clerk	c/f
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)	N/A	
Register of members' interests	Inspection only at SHDC	
Register of gifts and hospitality	Inspection only from Clerk	c/f
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	N/A	

Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy from clerk	c/f
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	
Contact Details: Tony Luscombe, North Huish Parish Council Parish Clerk, Lower Moor, Church Walk, Avonwick. TQ10 9EJ Tel: 0136472713 Email northhuishpc@gmail.com		

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per side (A4 black and white only) Postage	Actual cost incurred by public authority Actual cost of Royal Mail 2 nd class
Statutory Fee	As incurred.	In accordance with the relevant legislation