

Information available from Diptford Parish Council under the model publication scheme

Adopted 16.12.08 (Minute 08.096)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>		
Who's who on the Council and its Committees	Hard copy from Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from Clerk Noticeboard Website	10p/sheet Free Free
Location of main Council office and accessibility details		
Staffing structure		
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) <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard copy from Clerk	10p/sheet
Finalised budget	Hard copy from Clerk Website	10p/sheet Free
Precept	Hard copy from Clerk Website	10p/sheet Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy from Clerk Website	10p/sheet Free
Grants given and received	Hard copy from Clerk	10p/sheet
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections & reviews)		
Parish Plan (<i>current and previous year as a minimum</i>)	Hard copy from Clerk: Non parishioners Parishioners Website	£2 Free Free
Annual Report to Parish or Community Meeting (<i>current and previous year as a minimum</i>)	Hard copy from Clerk Website	10p/sheet Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk Website	10p/sheet Free
Agendas of meetings (as above)	Hard copy from Clerk Website Current on notice board	10p/sheet Free Free
Minutes of meetings (as above) <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Clerk Website Current on notice board	10p/sheet Free Free
Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Clerk	10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk	10p/sheet
Bye laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our		

services and responsibilities) <i>Current information only</i>		
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 Website Hard copy from Clerk Website	10p/sheet Free 10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff: Internal 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) Information security policy Records management policies (records retention, destruction & archive) Data protection policies	Hard copy from Clerk	10p/sheet
Schedule of charges for the publication of information	Hard copy from Clerk	10p/sheet
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) Assets Register	Hard copy from Clerk Website	10p/sheet Free
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)	Inspection only	Free
Register of members' interests	Inspection only	Free
Register of gifts and hospitality	Inspection only	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i> Allotments Burial grounds and closed churchyards Community centres and village halls Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets Public conveniences Agency agreements A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Inspection only	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Sarah Woodman, Diptford Parish Clerk, High Beara Barn, Buckfastleigh, Devon TQ11 0LF
Tel 01364 642145, Email diptfordpc@yahoo.co.uk, Community Website www.diptford.org.uk

Schedule of Charges as at 1st January 2009

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per side (A4 black & white only)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		