

# FREEDOM OF INFORMATION ACT PUBLICATION SCHEME.

Information available from Clovelly Parish Council under the model publication scheme.

Adopted on 8 June 2021

Reviewed and adopted on 10 May 2022

Reviewed and adopted on 23 May 2023

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Details on the Village Notice Boards and on website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above.	
Location of main Council office and accessibility details	Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, EX31 4TG. Two small steps into hallway.	

Staffing structure	1 part time Clerk	
<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	(hard copy and/or website)	
Annual return form and report by auditor	Available from the Clerk	£3.00
Finalised budget	As above.	
Precept	As above.	
Borrowing Approval letter	Not applicable.	
Financial Standing Orders and Regulations	Available from the Clerk.	
Grants given and received	As above.	
List of current contracts awarded and value of contract	As above.	
Members' allowances and expenses	As above, when relevant.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from the Clerk.	
Quality status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	As above.	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Posted on the Village Notice Boards and website.</p>	
<p>Agendas of meetings (as above)</p>	<p>As above.</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>As above. Notes are included in the Community News pages of the North Devon Journal and in the Village News</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Included in the Minutes.</p>	
<p>Responses to consultation papers</p>	<p>Included in the Minutes.</p>	
<p>Responses to planning applications</p>	<p>Included in the Minutes.</p>	
<p>Bye-laws</p>	<p>If applicable, available from Torridge District Council</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	

<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>Standing Orders in force  Not Applicable.  As above.  Code of Conduct in place.  Policy Statements not applicable.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Internal Policies, Equal Opportunities Policy, Health and Safety Policy not applicable.  Recruitment Policy when relevant.  Policies and procedures for handling requests for information covered within this document.  Complaints Procedure to be adopted.  Safeguarding Policy to be adopted.  Grant Giving Policy to be adopted.</p>	
Information security policy	To be adopted	
Records management policies (records retention, destruction and archive)	To be adopted	

Data protection policies	Updated Data Protection Policy and Privacy Notice Policy to be adopted	
Schedule of charges) for the publication of information)	Please see last page.	
<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)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available from the Clerk.	
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)	Included in the Minutes	
Register of members' interests	Included in the Minutes.	
Register of gifts and hospitality	Form completed and returned to Torridge District Council when applicable.	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not the Parish Council's responsibility	

Burial grounds and closed churchyards	Not applicable - managed by the Parochial Church Council.	
Community centres and village halls	Not applicable - managed by the Village Hall Committee.	
Parks, playing fields and recreational facilities	Not applicable.	
Seating, litter bins, clocks, memorials and lighting	As above.	
Bus shelters	As above.	
Markets	As above.	
Public conveniences	As above.	
Agency agreements	As above.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Fee for information, details given on the last page.	
Telephone box	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Mrs Sue Squire, Parish Clerk, Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, EX31 4TG. Tel: 01598 710526. Email: clovellypc@gmail.com**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @5p per sheet (black & white)	Actual cost *
	Photocopying @25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Clerk's time – at current hourly rate.	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority