

BISHOPSTEIGNTON PARISH COUNCIL

FREEDOM OF INFORMATION

Information available from Bishopsteignton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - 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>(hard copy and/or website)</p> <p>www.bishopsteignton.org.uk</p>	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Council Notice Boards	Free
Location of main Council office and accessibility details	Website Parish Council Notice Boards	Free
Staffing structure	Parish Clerk	Free
<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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy – Parish Clerk	10p sheet
Finalised budget	Website – Precept Minutes Hard Copy - Parish Clerk	Free 10p sheet
Precept	Website - Precept Minutes Hard Copy - Parish Clerk	Free 10p sheet
Borrowing Approval letter	Hard Copy - Parish Clerk	10p sheet
Financial Standing Orders and Regulations	Hard Copy - Parish Clerk	10p sheet
Grants given and received	Hard Copy - Parish Clerk	10p sheet
List of current contracts awarded and value of contract	Hard Copy - Parish Clerk	10p sheet
Members' allowances and expenses	Hard Copy - Parish Clerk	10p sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy - Parish Clerk	10p sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website - Minutes	
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<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>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Notice Boards	Free
Agendas of meetings (as above)	Website & Notice Boards	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & Parish Council Office Notice Board	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy - Parish Clerk	10p sheet
Responses to consultation papers	Hard Copy - Parish Clerk	10p sheet
Responses to planning applications	Website - Minutes Hard Copy - Parish Clerk	Free 10p sheet
Bye-laws	N/A	
<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>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy - Parish Clerk</p> <p>Hard copy - Parish Clerk</p> <p>Hard copy - Parish Clerk</p> <p>Hard copy - Parish Clerk</p> <p>Hard Copy - Parish Clerk</p> <p>Hard copy - Parish Clerk</p>	<p>10p sheet</p> <p>10p sheet</p> <p>10p sheet</p> <p>10p sheet</p> <p>10p sheet</p> <p>10p sheet</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</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>Hard copy - Parish Clerk</p> <p>Parish Clerk</p> <p>Hard copy - Parish Clerk</p> <p>Parish Clerk</p> <p>As per this schedule</p>	<p>10p sheet</p> <p>10p sheet</p>
Information security policy		
Records management policies (records retention, destruction and archive)	Parish Clerk	
Data protection policies		
Schedule of charges (for the publication of information)	Website Hard copy - Parish Clerk	Free 10p sheet

Class 6 – Lists and Registers 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)		
Asset Register	Hard copy - Parish Clerk	10p sheet
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)		
Register of members' interests	Parish Clerk	
Register of gifts and hospitality		
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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	Parish Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Parish Clerk	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
Bus shelters	Parish Clerk	
Markets	N/A	
Public conveniences	Teignbridge District Council	
Agency agreements	Parish Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy - Parish Clerk	10p sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Neighbourhood Plan information	Website	Free
Village Design Statement	TDC Website	Free
Doctors Surgery Working Group information	Website	Free
Bishopsteignton Enhancement Group	Website	Free
Emergency Plan	New Plan currently being formulated. On completion details available on website.	

Contact details: Bishopsteignton Parish Council
Community Centre
Shute Hill
Bishopsteignton, TQ14 9QL

tel: 01626 870170
email: bishoppc@btconnect.com

SCHEDULE OF CHARGES

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 @10.p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation - Local Gov. Act 1972 s.236
Other		

* the actual cost incurred by the public authority