

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME.

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

Reviewed and adopted on 3 May 2021.

Information to be published	How the information can be obtained	Cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Parish Notice Board Contact Clerk Website</i>	
Location of main Council office and accessibility details	<i>Notice Board</i>	
Staffing structure	<i>Parish Notice Board</i>	
Current and previous financial year as a minimum	<i>Hard copy held by Clerk Web site</i>	
Annual return form and report by auditor	<i>Hard copy held by Clerk</i>	
Finalised budget	<i>Hard copy held by Clerk and Councillors</i>	

Precept	<i>Hard copy held by Clerk</i>	
Borrowing Approval letter	<i>Not applicable</i>	
Financial Standing Orders and Regulations	<i>Hard copy held</i>	
Grants given and received	<i>P3 Co-ordinator Clerk</i>	
List of current contracts awarded and value of contract	<i>Can be emailed</i>	
Members' allowances and expenses	<i>Available to view when applicable</i>	
Parish Plan (current and previous year as a minimum)	<i>Hard copy held by Clerk and Councillors</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Hard copy held by Clerk and Chairman Website – minutes</i>	
Quality status	<i>n/a</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>n/a</i>	
Current and previous council year as a minimum	<i>In the form on Meeting Minutes</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Hard copy held by Clerk and Councillors Notice Board Website</i>	
Agendas of meetings (as above)	<i>Hard copy held by Clerk and Councillors Current on Notice board Website</i>	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy held by Clerk and Councillors Current on Notice board Website Abridged version included in the Signpost magazine</i>	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Clerk</i>	
Responses to consultation papers		
Responses to planning applications	<i>Included in the Minutes</i>	
Bye-laws	<i>n/a</i>	
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	<i>Clerk holds copies In force Not applicable Not applicable In force Not applicable</i>	

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	<i>Not applicable</i>	
Equal Opportunity Policy	<i>In place</i>	
Health and safety policy	<i>Being adopted</i>	
Recruitment policies (including current vacancies)	<i>When applicable</i>	
Policies and procedures for handling requests for information	<i>In place</i>	
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>In place</i>	
Information security policy	<i>In place</i>	
Records management policies (records retention, destruction and archive)	<i>In place</i>	
Data protection policies	<i>In place</i>	
Schedule of charges (for the publication of information)	<i>Please see end of this document</i>	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	<i>Not applicable</i>	
Assets Register	<i>Hard copy held by clerk</i>	
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)	<i>Not applicable</i>	
Register of members' interests	<i>Hard copy held by clerk</i>	

Register of gifts and hospitality	<i>Available when applicable</i>	
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	<i>n/a</i>	
Burial grounds and closed churchyards	<i>n/a</i>	
Community centres and village halls	<i>n/a</i>	
Parks, playing fields and recreational facilities	<i>Play area</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Two seats</i>	
Bus shelters	<i>Two</i>	
Markets	<i>n/a</i>	
Public conveniences	<i>n/a</i>	
Agency agreements	<i>n/a</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<i>Planning Decisions</i>		
Planning decision process	<i>Shown on web site</i>	
	<i>Copy held by clerk</i>	

	<i>Copy held by councillors</i>	

Contact details:

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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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority