

Information available from Oakford 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</p> <p>Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	<p>See costs schedule below</p>
<p>Who's who on the Council</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p> <p>Parish Council notice board</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p> <p>Parish Council notice board</p>	
<p>Staffing structure</p>	<p>Only one member of staff – the Clerk/Responsible Financial Officer</p>	

<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>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	<p>See costs schedule below</p>
<p>Annual return form and report by internal auditor</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	
<p>Finalised budget</p>	<p>hard copy or by email from the Parish Clerk</p>	
<p>Precept</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	
<p>Borrowing Approval letter</p>	<p>None</p>	
<p>Standing Orders and Financial Regulations</p>	<p>hard copy or by email from the Parish Clerk</p> <p>parish website</p>	
<p>Grants given and received</p>	<p>hard copy or by email from the Parish Clerk</p>	
<p>List of current contracts awarded and value of contract</p>	<p>hard copy or by email from the Parish Clerk</p>	
<p>Members' allowances and expenses</p>	<p>No allowances</p> <p>Expenses – hard copy or email from the Parish Clerk</p>	
<p>Class 3 – What our priorities are and how we are doing</p>	<p>hard copy or by email from the Parish Clerk</p>	<p>See costs schedule below</p>

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	No Parish Plan	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy or by email from the Parish Clerk	See costs schedule below
Timetable of Council meetings	hard copy or by email from the Parish Clerk parish website	
Agendas of Council meetings	hard copy or by email from the Parish Clerk parish website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy or by email from the Parish Clerk parish website	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	hard copy or by email from the Parish Clerk	
Responses to consultation papers	hard copy or by email from the Parish Clerk Contained within minutes on parish website	
Responses to planning applications	hard copy or by email from the Parish Clerk Contained within minutes on parish website	
Bye-laws	hard copy or by email from the Parish Clerk	

Mid Devon (Public Spaces Protection) (Dog Control) Order 2020. Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014.		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy or by email from the Parish Clerk	See costs schedule below
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Delegated authority in respect of officers Code of Conduct Publication Scheme Privacy Statement Policy statements Schedule of charges for the publication of information	hard copy or by email from the Parish Clerk parish website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See costs schedule below
Assets Register	hard copy or by email from the Parish Clerk parish website	
Register of members' interests	hard copy or by email from the Parish Clerk link on parish website to Mid Devon District Council website	

Register of gifts and hospitality	hard copy or by email from the Parish Clerk	
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 email from the parish clerk; some information may only be available by inspection)	See costs schedule below
Allotments	No allotments	
Burial grounds and closed churchyards	No burial grounds	
Community centres and village halls	Not responsibility of Parish Council	
Playing fields and recreational facilities	hard copy or by email from the Parish Clerk parish website	
Seating, litter bins, clocks, memorials and lighting	hard copy or by email from the Parish Clerk	
Bus shelters	No bus shelters	
Markets	No markets	
Public conveniences	No public conveniences	
Agency agreements	No agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details: Mrs Jill Larcombe, Clerk
6 The Old School
Chapel Street

Tiverton
EX16 6ND

Telephone no: 01884 252647

email: clerk@oakfordparishcouncil.org.uk

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 @ .10p per sheet (black & white)	Base on computer printing
	Photocopying @ .20p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)