

Freedom of Information

Information available from Washfield 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>https://www.middevonparish.co.uk/washfield/parish-council</p> <p>From the Clerk: clerk@washfieldparishcouncil.org.uk</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><i>Parish Notice Board</i></p> <p><i>Contact Clerk</i></p> <p><i>Website</i></p>	
<p>Location of main Council office and accessibility details</p>	<p><i>Parish Notice Board</i></p>	

	Website https://www.middevonparish.co.uk/washfield/parish-council
Staffing structure	One member of staff
<p>Class 2 - What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><i>Hard copies/electronic copies held by Clerk</i></p> <p>Current and previous financial year as a minimum</p>	
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>None</i>
Financial Standing Orders and Regulations	Website <i>Hard copy held</i>

Grants given and received	<i>Clerk</i>
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List of current contracts awarded and value of contract	<i>n/a</i>
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Members' allowances and expenses	<i>n/a</i>
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Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	No Parish Plan
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Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Hard copy held by Clerk and Chairman</i> <i>Web site – minutes</i>
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Quality status	<i>n/a</i>
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Local charters drawn up in accordance with DCLG guidelines	<i>n/a</i>
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Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Meeting Minutes on website

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

Hard copy held by Clerk and Councillors

Notice Board

Newsletter

Web Site

Agendas of meetings (as above)

Hard copy held by Clerk and Councillors

Current on Notice board

Web Site

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

Hard copy held by Clerk and Councillors

Current on Notice board

Web Site

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Clerk

Responses to
consultation papers

Responses to planning
applications Included in minutes

Bye-laws *n/a*

**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 *Website, Clerk holds copies*

Committee and sub-
committee terms of
reference

Delegated authority in
respect of officers

Code of Conduct

Policy statements

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
and archive)

Data protection
policies

Schedule of charges
)for the publication of
information)

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)

Assets Register

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

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)

(hard copy or website; some information may only be available by inspection)

Current information only

Allotments

n/a

Burial grounds and closed churchyards

n/a

Community centres and village halls

n/a

Parks, playing fields and recreational facilities

Seating, litter bins, clocks, memorials and lighting

Bus shelters	<i>n/a</i>
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Markets	<i>n/a</i>
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Public conveniences	<i>n/a</i>
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Agency agreements	<i>n/a</i>
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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

Planning Decisions

Contact details: Mrs Jill Larcombe, 6 The Old School, Chapel Street, Tiverton, EX16 6ND

Tel: 01884 252647

Email:clerk@washfieldparishcouncil.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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee

In accordance with the relevant legislation (quote the actual statute)

Other

* the actual cost incurred by the public authority