

# FREEDOM OF INFORMATION ACT 2000

## Information available from Sheepwash Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	(hard copy and/or website)  Penton Chapel, Christow, Exeter EX6 7NP  <a href="http://www.sheepwash-devon.org.uk">www.sheepwash-devon.org.uk</a>	N/A
Who's who on the Council and its Committees	Website & hard copy	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Mrs. Penny Clapham Tel: 01647-253066 <a href="mailto:clerk@sheepwashparishcouncil.couk">clerk@sheepwashparishcouncil.couk</a>	N/A
Location of main Council office and accessibility details	Council does not have an office. Appt. can be made with the clerk by phone or email during office hours, Mon-Fri 9am to 5pm	
Staffing structure – Council employs one parish clerk	As above	

<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 from the clerk or website	N/A
Annual return form and report by auditor	Hard copy	40p
Finalised budget	Website Hard copy	Free 10p
Precept	Hard copy	10p
Financial Standing Orders and Regulations	Website Hard copy	Free 30p
Grants given and received	Website Hard copy	Free 10p
List of current contracts awarded and value of contract	Hard copy	10p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy from the clerk or website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 20p

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard copy form the clerk or website	
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Website Hard copy	Free 10p
Agendas of meetings (as above)	Parish notice board (Current Agenda 3 clear days before a meeting.) Hard copy Website	Free  10p
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy By inspection	Free 10p
Reports presented to meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p
Responses to consultation papers	Hard copy (Can also see Minutes on website)	10p
Responses to planning applications	Hard copy (Can also see Minutes on website)	10p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy from the clerk or website	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Delegated authority in respect of officers  Code of Conduct  Policy Statements</p>	<p>Website  Hard copy</p>	<p>Free  10p</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website  Hard copy</p>	<p>Free  10p</p>
Schedule of charges (for the publication of information)	See the last page of this guide.	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

Assets Register	Hard copy	10p
Register of members' interests	Held by Torridge District Council	
Register of gifts and hospitality	Held by Torridge DC	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy	10p
Parks, playing fields and recreational facilities	Hard copy	10p
Seating, litter bins, and lighting	Hard copy	10p
Bus shelters	Hard copy	10p
Public conveniences	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg. burial fees)	Website Hard copy	10p
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details:** Parish Clerk, Mrs P. Clapham. [Tel:01647-253066](tel:01647-253066)

Email: [clerk@sheepwashparishcouncil.co.uk](mailto:clerk@sheepwashparishcouncil.co.uk)

Website address:- [www.sheepwash-devon.org.uk](http://www.sheepwash-devon.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
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Postage: Letter	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority