

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Parish Noticeboard Hard Copy	Free Free 5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Noticeboard Hard Copy	Free Free 5p/sheet
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	N/A	N/A
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website	Free

	Hard Copy	5p/sheet
Finalised budget	Hard Copy Email	5p/sheet Free
Precept	Hard Copy Email	5p/sheet Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy Email	5p/sheet Free
Grants given and received	Hard Copy	5p/sheet
List of current contracts awarded and value of contract	Hard Copy	5p/sheet
Members' allowances and expenses	Hard Copy	5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	None	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum): Minutes of Annual Parish Meeting	Website Hard Copy	Free 5p/sheet
Quality status	None	N/A
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Hard Copy Email	5p/sheet Free

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p/sheet
Responses to consultation papers	Hard Copy	5p/sheet
Responses to planning applications	South Hams District Council Website Hard Copy	Free 5p/sheet
Bye-laws	None	N/A
<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 or website)	
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	Hard Copy or Email None Hard Copy or Email Website or Hard Copy Hard Copy or Email	Hard copies 5p/sheet Email or Website free.
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	N/A N/A N/A	

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	N/A N/A Website or Hard Copy	Free 5p/page
Information security policy	None	N/A
Records management policies (records retention, destruction and archive)	None	N/A
Data protection policies	None	N/A
Schedule of charges (for the publication of information)	Hard Copy	5p/sheet
<b>Class 6 – Lists and Registers</b>  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	Hard Copy Email	5p/sheet Free
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)	SHDC Website	Free
Register of members' interests	SHDC Website	Free
Register of gifts and hospitality	SHDC Website	Free
<b>Class 7 – The services we offer</b> (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	No publication	
Community centres and village halls	Village Guide	40p/copy

Parks, playing fields and recreational facilities	Village Guide	40p/copy
Seating, litter bins, clocks, memorials and lighting	No publication	
Bus shelters	No publication	
Markets	N/A	
Public conveniences	Village Guide	40p/copy
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. parking and publication of information fees)	Hard Copy	5p/page
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Housing Needs Survey	Hard Copy	5p/page

**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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying or printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ .30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

Source of document: [http://www.ico.org.uk/for\\_organisations/freedom\\_of\\_information/definition\\_documents](http://www.ico.org.uk/for_organisations/freedom_of_information/definition_documents) accessed 2013 October 10

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