

Information available from Blackawton Parish Council under the model publication scheme

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy and/or website)	
Who's who on the Council	Website Beacon Hard Copy	Free Free 5p/sheet

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Beacon Hard Copy	Free Free 5p/sheet
Location of main Council office and accessibility details	Website Beacon Hard Copy	Free 5p/sheet
Staffing structure	N/A	N/A
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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard Copy	Free 5p/sheet
Finalised budget	Hard Copy Website Email	5p/sheet Free Free
Precept	Hard Copy Website 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 Email	5p/sheet Free
List of current contracts awarded and value of contract	Hard Copy Email	5p/sheet Free
Members' allowances and expenses	Hard Copy Email	5p/sheet Free

Class 3 – What our priorities are and how we are doing (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 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	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council and Parish meetings)	Website	Free
Agendas of meetings (as above)	Hard Copy Website	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 Website	5p/sheet Free
Responses to consultation papers	Hard Copy Email	5p/sheet Free
Responses to planning applications	South Hams District Council Website Hard Copy Email	Free 5p/sheet Free
Bye-laws	None	N/A

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Cemetery Charges & Regulations</p>	<p>N/A N/A Website N/A Website</p>	<p>Hard copies 5p/sheet Email or Website free.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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</p>	<p>N/A N/A N/A N/A Website. email or hard copy N/A</p>	<p>Hard copies 5p/sheet Email free</p>
<p>Information security policy</p>	<p>Email or hard copy</p>	<p>Hard copy 5p/sheet Email free</p>
<p>Records management policies (records retention, destruction and archive) -</p>	<p>Website, email</p>	<p>Email free</p>

draft	Hard copy	Hard copy 5p/sheet
Data protection policies	Hard Copy Website	5p/sheet Free
Schedule of charges (for the publication of information)	Hard Copy Website	5p/sheet Free
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	Hard Copy Website	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
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	
Closed churchyard	No publication	
Cemetery	Website Hard copy	Free 5p/page
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A

Seating, memorial	No publication	
Bus shelters	No publication	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Cemetery and publication of information fees)	Website Hard Copy	Free 5p/page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Annette Thom, Parish Clerk

Address:
FreeSpirit
Higher St
Dittisham
Dartmouth
Devon TQ6 0HT

Ph: 01803 722 417
Email: parishclerk@blackawtoncommunity.com

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 or printing @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ .30p 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

Source of document: http://www.ico.org.uk/for_organisations/freedom_of_information/definition_documents accessed 2013 October 10

Approved BPC September 2018, MN 139/18.