

## Information available from Cheriton Bishop Parish Council under the model publication scheme adopted January 2009

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Cheriton Bishop web site and the Clerk	
Who's who on the Council and its Committees	Cheriton Bishop web site and the Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Cheriton Bishop web site and the Clerk	
Location of main Council office and accessibility details	None Clerk works from Home. Clerk can be contacted by phone post and e mail	
Staffing structure	One part time Clerk	

<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	Annual statement of accounts and budgets available from the Clerk Audit report published on the notice board	
Annual return form and report by auditor	Available from the Clerk	
Finalised budget	Available from the Clerk	
Precept	Available from the Clerk	
Borrowing Approval letter	Available from the Clerk	
Financial Standing Orders and Regulations	Available from the Clerk	
Grants given and received	Available from the Clerk	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from the Clerk	
Quality status		
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Recorded in the minutes available on the Cheriton Bishop web site	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	The council meets on the 2 <sup>nd</sup> Monday of the month at Cheriton Cross Methodist Church	
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available from the Clerk Reports published on Cheriton Bishop web site and in the newsletter	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Recorded in the minutes	
Responses to consultation papers	Recorded in the minutes	
Responses to planning applications	Recorded in the minutes	
Bye-laws	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		
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	Detailed in the Councils standing orders	

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Detailed in the Councils standing orders	
Information security policy	Held by the Clerk	
Records management policies (records retention, destruction and archive)	Held by the Clerk	
Data protection policies	Held by the Clerk	
Schedule of charges )for the publication of information)	See Below	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	Included in the annual balance sheet	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Included in the annual balance sheet	
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)	Held by the Clerk	
Register of members' interests	Available at Mid Devon District Council office	
Register of gifts and hospitality	Available at Mid Devon District Council office	

<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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	The Council lease the Village Green and provide some equipment on it	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	Two at Cheriton Cross	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mr Derek Madge Clerk to the Council**

**49 Crockwells Road Exminster Exeter EX6 8DH 01392833969 07780826516**

**cheritonbishop.pc@btinternet.com**

## 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 @ ..10p per sheet (black & white)	Actual cost *
	Photocopying @ ..20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority