

## FREEDOM OF INFORMATION ACT 2000

Information available from Cheriton Bishop Parish Council under the Model Publication Scheme

Contact Details: Parish Clerk – Mrs Rachel Hodder 01363 85523 or [clerk@cheritonbishop-pc.org.uk](mailto:clerk@cheritonbishop-pc.org.uk)

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only	
Who's who on the Council and its Committees Contact details (named contacts where possible with telephone number and email address (if used) Hard copy from Clerk, as above	Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a> Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a>
Location of main Council office and accessibility details	Council does not have an office. Appointment can be made with the clerk by phone or email during office hours (Monday to Friday 10am to 5pm)
Staffing Structure	One part time clerk

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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            Current and previous financial year as a minimum</p>	
<p>Annual return form and report by auditor            Financial regulations            Finalised budget            Precept            Grants given and received            List of current contracts awarded and value of contract</p>	<p>Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a>            Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a></p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 3 – What our priorities are and how we are doing</b>            Strategies and plans, performance indicators, audits, inspections and reviews</p>	
<p>Report by auditor            Annual Report to Parish – current and previous year as a minimum</p>	<p>Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a>            Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a></p>

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<p><b>Class 4 – How we make decisions</b>  Decision making process and records of decisions  Current and previous year as a minimum</p>	
<p>Dates of Council meetings, any committee or sub-committee meetings and Parish meetings  Meeting Agendas  Minutes of meetings (note this will exclude information that is properly regarded as private to the meeting)  Reports presented to meetings (note this will exclude information that is properly regarded as private to the meeting)  Responses to consultation papers  Responses to planning applications</p>	<p>Parish noticeboards – meeting agendas and minutes   Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a>  Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a></p>

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<p><b>Class 5 – Our policies and procedures</b>            Current written protocols, policies and procedures for delivering our services and responsibilities</p>	
<p>Policies and procedures of the conduct of Council business:            Procedural Standing Orders            Delegated authority in respect of officers            Code of Conduct            Policy Statements            Committee Terms of Reference            Privacy Notice and Policy</p> <p>Policies and procedures for the provision of services and about the employment of staff:            Freedom of Information Act Statement            Complaints procedures including those covering requests for information and operating the publication scheme</p>	<p>Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a>            Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a></p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Assets Register  Register of Councillor’s Interests Register of gifts and hospitality	Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a> Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a> Held by Mid Devon District Council Held by Mid Devon District Council

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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	
Parish Council website Minutes of meetings Contributions to parish newsletters Play area and recreational facility Bus shelters, litter bins and seating Memorial	Website – <a href="http://www.cheritonbishop-pc.org.uk">www.cheritonbishop-pc.org.uk</a> Hard copy from Rachel Hodder, Clerk, Cheriton Bishop Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or <a href="mailto:clerk@cheritonbishop-pc.org.uk">clerk@cheritonbishop-pc.org.uk</a>