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Version 1

Approved: April 2026 Item 6

Document no. CB09

Adopted January 2021

FREEDOM OF INFORMATION ACT 2000

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

Contact Details: Parish Clerk – Jane Clark or clerk@cheritonbishop-pc.org.uk

- This document sets out Cheriton Bishop Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
- Document Number: CB09
- Version Number 2
- Approved by Resolution Number: 12 on May25.
- Frequency of review: Annually at Annual Parish Council Meeting in May.
- This is a controlled document and may be printed by the electronic version maintained on the Cheriton Bishop laptop is the controlled copy. A pdf version of this document is published on the Tedburn St Mary website. Printed copies of this document are not controlled.

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only</p>	
<p>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</p>	<p>Website – www.cheritonbishop-pc.org.uk Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p>
<p>Location of main Council office and accessibility details</p>	<p>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)</p>
<p>Staffing Structure</p>	<p>One part time clerk</p>

Information to be published	How the information can be obtained
<p>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</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 – www.cheritonbishop-pc.org.uk Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p>
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Information to be published	How the information can be obtained
<p>Class 3 – What our priorities are and how we are doing 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 – www.cheritonbishop-pc.org.uk Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p>

Information to be published	How the information can be obtained
<p>Class 4 – How we make decisions Decision making process and records of decisions Current and previous year as a minimum</p>	

<p>Dates of Council meetings, any committee or subcommittee meetings and Parish meetings</p> <p>Meeting Agendas</p> <p>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)</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p>	<p>Parish noticeboards – meeting agendas and minutes</p> <p>Website – www.cheritonbishop-pc.org.uk</p> <p>Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p>
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Information to be published	How the information can be obtained
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p>	

<p>Policies and procedures of the conduct of Council business:</p> <ul style="list-style-type: none"> Procedural Standing Orders Delegated authority in respect of officers Code of Conduct Policy Statements Committee Terms of Reference Privacy Notice and Policy <p>Policies and procedures for the provision of services and about the employment of staff: Freedom of Information Act Statement</p> <p>Complaints procedures including those covering requests for information and operating the publication scheme</p>	<p>Website – www.cheritonbishop-pc.org.uk</p> <p>Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p>
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Information to be published	How the information can be obtained
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	
<p>Assets Register</p> <p>Register of Councillor’s Interests</p> <p>Register of gifts and hospitality</p>	<p>Website – www.cheritonbishop-pc.org.uk</p> <p>Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p> <p>Held by Mid Devon District Council Held by Mid Devon District Council</p>

Information to be published	How the information can be obtained
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<p>Class 7 – the services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public Current information only</p>	
<p>Parish Council website Minutes of meetings Contributions to parish newsletters Play area and recreational facility Bus shelters, litter bins and seating Memorial</p>	<p>Website – www.cheritonbishop-pc.org.uk Hard copy from Jane Clark, Clerk to Cheriton Bishop Parish Council, Tillerton Barn, Tedburn St Mary, Exeter, EX6 6ER or clerk@cheritonbishop-pc.org.uk</p>