

## Information available from Luppitt Parish/Community 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy (from the clerk) Website</p>	<p>10p/sheet Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy Website</p>	<p>10p/sheet Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy Website</p>	<p>10p/sheet Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Clerk works from home Hard copy Website</p>	<p>10p/sheet Free</p>
<p>Staffing structure</p>	<p>By request</p>	<p>Free</p>
<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>	<p>Hard copy (from the clerk) Website</p>	<p>10p/sheet Free</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy Website</p>	<p>10p/sheet Free</p>
<p>Finalised budget</p>	<p>Hard copy Website</p>	<p>10p/sheet Free</p>

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Precept	Hard copy Website	10p/sheet Free
Borrowing Approval letter	N/A. Luppitt Parish Council has no borrowings	
Financial Standing Orders and Regulations	Hard copy Website	10p/sheet Free
Grants given and received	Hard copy Website	10p/sheet Free
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	No allowances or expenses paid	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy (from the clerk) Website	
Parish Plan (current and previous year as a minimum)	Hard copy Website	10p/sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p/sheet
Quality status	Luppitt Parish Council does not have Quality Status at the present time	
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)	Hard copy (from the clerk) Website	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	10p/sheet Free
Agendas of meetings (as above)	Hard copy Website	10p/sheet Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p/sheet Free
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/sheet
Bye-laws	Hard copy	10p/sheet
<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 (from the clerk) 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 Website	10p/sheet 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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	10p/sheet Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Information security policy	Hard copy Website	10p/sheet Free
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet
Data protection policies	Hard copy Website	10p/sheet Free
Schedule of charges (for the publication of information)	Hard copy Website	10p/sheet Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(Hard copy from the clerk 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)	Hard copy Website	10p/sheet Free
Assets Register	Hard copy Website	10p/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)	Available from the clerk	
Register of members' interests	Hard copy By direct link to East Devon District Council website	10p/sheet Free
Register of gifts and hospitality	Hard copy By direct link to East Devon District Council website	10p/sheet 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)	(Hard copy from the clerk or Website; some information may only be available by inspection)	
Current information only		
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet

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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard copy from the clerk Website	10p/sheet Free

**Contact details:**                    **Rosalind Buxton (Clerk)**  
**Courtmoor Farm**  
**Upottery**  
**Honiton, Devon**  
**EX14 9QA**

**Tel: 01404 861565**  
**Mob: 07944 625025**  
**Email: luppittclerk@yahoo.co.uk**

#### 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 *
	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

Updated version adopted by Luppitt Parish Council at meeting on 6 December 2016, Minute 6.4, Minute Book Page Number 453