

FREEDOM OF INFORMATION ACT 2000

Information available from Shillingford St George Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or website)</p> <p>Mrs J Thompson Clerk to Shillingford Parish Council 4 Cousens Close Dawlish EX7 9TE</p>	<p>N/A</p>
<p>Who's who on the Council and its Committees</p>	<p>Website & hard copy</p>	<p>N/A</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Mrs Juliette Thompson Tel: 01626 863811 Mobile: 07427 145320</p>	<p>N/A</p>
<p>Location of main Council office and accessibility details</p>	<p>Council does not have an office. The Clerk's details are published for direct contact</p>	
<p>Staffing structure – Council employs one parish clerk</p>	<p>As above</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		
Annual return form and report by auditor	Hard copy or website	Free
Finalised budget	Hard copy or website	Free
Precept	Hard copy or website	Free
Financial Standing Orders and Regulations	Hard copy or website	Free
Grants given and received	Hard copy or website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or website	Free
Quality status certificate	By inspection	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Hard copy or website	Free

Agendas of meetings (as above)	Parish notice boards (Current Agenda 3 clear days before a meeting.) Hard copy or website	Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or website By inspection	Free Free
Reports presented to meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	Free
Responses to consultation papers	Hard copy (Can also see Minutes on website)	Free
Responses to planning applications	Hard copy (Can also see Minutes on website)	Free
Class 5 – Our policies and procedures (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 Delegated authority in respect of officers Code of Conduct Policy Statements	Hard copy or website	Free
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and	Hard copy or website	Free

operating the publication scheme)		
Schedule of charges (for the publication of information)	See the last page of this guide.	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy or website	Free
Register of members' interests	Held by Teignbridge District Council and on Parish Website	
Register of gifts and hospitality	Held by Teignbridge DC	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public) 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	N/A	
Seating, litter bins, and lighting	Hard copy or website	Free
Bus shelters	Hard copy or website	Free
Public conveniences	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg. burial fees)	Hard copy or website	Free

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Parish Clerk, Mrs J Thompson Tel: 01626 863811 Mobile: 07427 145320
 Email: shillingfordpc@gmail.com
 Website address:- [www. http://shillingford.org.uk/](http://shillingford.org.uk/)

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Reviewed May 2022