

FREEDOM OF INFORMATION ACT 2000

Information available from the Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | |
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| <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>Address</p> <p>https://www.bickleigh.org.uk/</p> | |
| <p>Who's who on the Council and its Committees</p> | <p>Website & hard copy</p> | |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) on website</p> | <p>Website</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 9am to 3pm</p> | |
| <p>Staffing structure – Council employs one part-time parish clerk</p> | <p>As above</p> | |
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| <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)</p> <p>Current and previous financial year as a minimum</p> | <p>Hard copy from the clerk or website</p> | |
| <p>Annual return form and report by auditor</p> | <p>Hard copy/website</p> | |
| <p>Finalised budget</p> | <p>Website Hard copy</p> | |
| <p>Precept</p> | <p>Hard copy/website</p> | |
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| <p>Financial Standing Orders and Regulations</p> | <p>Website Hard copy</p> | |
| <p>Grants given and received</p> | <p>Website Hard copy</p> | |
| <p>List of current contracts awarded and value of contract</p> | <p>Hard copy</p> | |
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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | <p>Hard copy from the clerk or website</p> | |
| <p>Parish Plan</p> | <p>Website Hard copy</p> | |
| <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p> | <p>Website Hard copy</p> | |
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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | Website/hard copy | |
| <p>Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)</p> | Website Hard copy | |
| <p>Agendas of meetings (as above)</p> | Parish notice boards (Current Agenda 3 clear days before a meeting.) Hard copy Website | |
| <p>Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.</p> | Website Hard copy By inspection | |
| <p>Reports presented to meetings (as above) - Note this will exclude information that is properly regarded as private to the meeting.</p> | Website Hard copy | |
| <p>Responses to consultation papers</p> | Hard copy (Can also see Minutes on website) | |
| <p>Responses to planning applications</p> | Hard copy (Can also see Minutes on website) | |
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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p> | Hard copy from the clerk or website | |

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| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statements</p> | <p>Website Hard copy</p> | |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Website Hard copy</p> | |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Assets Register</p> | <p>Hard copy/website</p> | |
| <p>Register of members' interests</p> | <p>Held by District Council</p> | |
| <p>Register of gifts and hospitality</p> | <p>Held by District Council</p> | |

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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> | (hard copy or website; some information may only be available by inspection) | |
| 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 | N/A | |
| Bus shelters | N/A | |
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| <p>Contact details: Parish Clerk, Email: clerk@bickleighparish.gov.uk Website address https://www.bickleigh.org.uk/</p> | | |
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