Information available from Ilsington Parish Council under the model publication scheme

Adopted 2016 Reviewed May 2019

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| **Information to be published** | **How the information can be obtained** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only. | (hard copy or website) |
| Who’s who on the Council and its Committees | IPC Website |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | IPC website and parish notice boards |
| Location of main Council office and accessibility details | No official office |
| Staffing structure – Parish clerk only. |  |
| **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 | (hard copy or website) |
| Annual return form and report by auditor | Hard copy |
| Finalised budget | IPC Website – minutes page |
| Precept | IPC Website – minutes page |
| Financial Standing Orders and Regulations | IPC Website |
| Grants given and received | IPC Website - Annual Parish meeting minutes |
| List of current contracts awarded and value of contract | IPC Website – minutes |
| Members’ allowances and expenses | IPC Website – minutes |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum | (hard copy or website) |
| Parish Plan (current and previous year as a minimum) | 2002/3 |
| Annual Report to Parish Meeting (current and previous year as a minimum) | IPC Website - |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | (hard copy or website) |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | IPC Website calendar and parish notice boards |
| Agendas of meetings (as above) | IPC Website |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | IPC Website |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Hard copy from the clerk |
| Responses to consultation papers | IPC Website – minutes |
| Responses to planning applications | IPC Website – Minutes |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or 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 | Hard copies available from the clerk- see contact details below |
| Policies and procedures for the provision of services and about the employment of staff: | Hard copies available from the clerk- see contact details below |
| Data protection policies | Hard copies available from the clerk- see contact details below |
| Schedule of charges (for the publication of information) | Please see last page of this guide. |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | (hard copy 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) |  |
| Assets register | Hard copy |
| Register of members’ interests | Held by Teignbridge District Council |
| Register of gifts and hospitality | Held by Teignbridge District Council |
| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only | (hard copy or website; some information may only be available by inspection) |
| Allotments | The clerk see below |
| Community centres and village halls | IPC Website |
| Parks, playing fields and recreational facilities | The clerk see below |
| Seating, litter bins, clocks, memorials and lighting | The clerk see below |
| Bus shelters | The clerk see below |

**Contact details:** Mrs Carol Retallick(clerk) Bagtor Barton, Ilsington, Newton Abbot TQ13 9RT Tel no. 01364 661532 or clerk@ilsingtonpc.org

SCHEDULE OF DISCREATIONAL CHARGES

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

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @25p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 40p per sheet (colour) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

\* the actual cost incurred by the public authority