



## Information available from Ilsington Parish Council under the model publication scheme

*Adopted 2016*

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)                      This will be current information only.</p>	(hard copy or website)
<p>Who's who on the Council and its Committees</p>	IPC Website
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	IPC website and parish notice boards
<p>Location of main Council office and accessibility details</p>	No official office
<p>Staffing structure – Parish clerk only.</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)                       Current and previous financial year as a minimum</p>	(hard copy or website)
<p>Annual return form and report by auditor</p>	Hard copy
<p>Finalised budget</p>	IPC Website – minutes page
<p>Precept</p>	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
<b>Class 3 – What our priorities are and how we are doing</b> (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 -
<b>Class 4 – How we make decisions</b> (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

<p><b>Class 5 – Our policies and procedures</b>                  (Current written protocols, policies and procedures for delivering our services and responsibilities)                  Current information only</p>	<p>(hard copy or website)</p>
<p>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</p>	<p>Hard copies available from the clerk- see contact details below</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Hard copies available from the clerk- see contact details below</p>
<p>Data protection policies</p>	<p>Hard copies available from the clerk- see contact details below</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Please see last page of this guide.</p>
<p><b>Class 6 – Lists and Registers</b>                   Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	
<p>Assets register</p>	<p>Hard copy</p>
<p>Register of members’ interests</p>	<p>Held by Teignbridge District Council</p>
<p>Register of gifts and hospitality</p>	<p>Held by Teignbridge District Council</p>

<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) 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 parishclerk@ilsingtonpc.org

#### SCHEDULE OF DISCREATIONAL 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 @25p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority