

FREEDOM OF INFORMATION ACT 2000

Information available from Colebrooke Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
<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 website</p> <p>Penton Chapel, Christow, Exeter EX6 7NP</p> <p>www.colebrookeparishcouncil.org.uk</p>	
<p>Who's who on the Council and its Committees</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>Mrs. Penny Clapham Telephone 07903 172174 clerk@colebrookeparishcouncil.org.uk</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 1pm (closed Thursday)</p>	
<p>Staffing structure – Council employs one part-time parish clerk</p>		

<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 and website</p>	
<p>Annual return form and report by auditor</p>		
<p>Finalised budget</p>		
<p>Precept</p>		
<p>Financial Standing Orders and Regulations</p>		
<p>Grants given and received</p>		
<p>List of current contracts awarded and value of contract</p>		
<p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews</p>		
<p>Parish Plan</p>		
<p>Annual Report to Parish or Community Meeting, current and previous year as a minimum</p>		
<p>Class 4 – How we make decisions Decision making processes and records of decisions</p>		

Current and previous council year as a minimum		
Timetable of meetings Council, any committee, sub-committee meetings and Parish meetings		
Agendas of meetings	Parish notice boards (Current Agenda 3 clear days before a meeting.) Hard copy Website	
Minutes of meetings. Note this will exclude information that is properly regarded as private to the meeting.		
Reports presented to meetings. Note this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
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		

<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>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Assets Register		
Register of members' interests	Held by Mid Devon District Council	
Register of gifts and hospitality	Held by Mid Devon District Council	

<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>		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, and lighting		
Bus shelters		
<p>Contact details: Parish Clerk, Mrs P. Clapham. Tel: 07903 172174 Email: clerk@colebrookeparishcouncil.org.uk Website address:- www.colebrookeparishcouncil.org.uk</p>		