

# **DIPTFORD PARISH COUNCIL**

## **FREEDOM OF INFORMATION and PUBLICATION SCHEME**

Adopted by Council 12<sup>th</sup> May 2020

Due for review May 2021

### **Introduction**

Diptford Parish Council aims to be an open and fair organisation and welcomes enquiries from the public at all times.

Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Parish Council's responsibility to make them available. To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit [www.legislation.gov.uk](http://www.legislation.gov.uk)). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Council intends to charge a fee for the information it must send the requestor a fee's notice within 20 working days. Diptford Parish Council bases its costs on 10p per page of information. The Council can estimate the cost of providing information and if it exceeds the limit of £450 then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs regarding time when considering whether the information is exempt, removing exempt information or copying/sending the information.

**Information available from Diptford Parish Council under the model publication scheme:**

<b>Information to be published</b>	<b>How the information can be obtained?</b>	<b>Cost</b>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees Website	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Location of main Council office	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
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	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Finalised budget	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Precept	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free

Standing Orders and Financial Regulations	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Grants given and received	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
List of current contracts awarded and value of contract	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	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 Meeting	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) current and previous council year as minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a> Noticeboard Hard Copy – contact Parish Clerk	Free
Agendas and minutes of meetings	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a> Noticeboard Hard Copy – contact Parish Clerk	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Responses to consultation papers	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Responses to planning applications	Website – meeting minutes Hard Copy – contact Parish Clerk	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	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Policies and procedures for the provision of services and about the employment of staff:  Clerk’s contract of employment Training and Development Policy	Emailed on request	Free
GDPR procedures	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>	
Class 6 – Lists and Registers. Currently maintained lists and registers only		
Assets Register	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free
Register of Members’ interests	Website <a href="http://www.diptfordpc.org.uk">www.diptfordpc.org.uk</a>  Hard Copy – contact Parish Clerk	Free

Contact details: Ms Sally Smale, Parish Clerk. 22 Moyles Park, Modbury. Ivybridge PL21 0FF.

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