

**Coffinswell Parish Council**

**Freedom of Information and Publication Scheme**

**Introduction**

Coffinswell 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 a written request is received, the Council then 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. 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. Costs are detailed below.

This policy was adopted by the Council at its Meeting held on 16 May 2019.

The next date for review is 21 May 2020.

Information available from Coffinswell Parish Council under the model publication scheme.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only</b>		
Who's who on the Council and its Committees	Website Hard Copy – contact Parish Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Parish Clerk	Free Free
Location of main Council office and accessibility details	Website Hard Copy – contact Parish Clerk	Free Free
Staffing structure	Hard Copy – contact Parish Clerk	Free
<b>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</b>		
Annual return form and report by auditor	Website Hard Copy – contact Responsible Financial Officer	Free Free
Finalised budget	Website Hard Copy – contact Responsible Financial Officer	Free Free
Precept	Website Hard Copy – contact Responsible Financial Officer	Free Free
Borrowing Approval letter(s)	Not applicable	Free
Standing Orders and Financial Regulations	Website Hard Copy – contact Parish Clerk	Free Free
Grants given and received	Website Hard Copy – contact Responsible Financial Officer	Free Free
List of current contracts awarded and value of contract	Website	Free

	Hard Copy – contact Parish Clerk	Free
Members' allowances and expenses	Website	Free
	Hard Copy – contact Responsible Financial Officer	Free
<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website (forms part of minutes)	Free
	Hard Copy – contact Parish Clerk	Free
<b>Class 4 – How we make decisions (Decision making processes and records of decisions) current and previous council year as minimum</b>		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website	Free
	Hard Copy – contact Parish Clerk	Free
Agendas of meetings (as above)	Website	Free
	Hard Copy – contact Parish Clerk	Free
Minutes of meetings (as above)	Website	Free
	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	Free
	Hard Copy – contact Parish Clerk	Free
Responses to consultation papers	Website	Free
	Hard Copy – contact Parish Clerk	Free
Responses to planning applications	Website (minutes)	Free
	Teignbridge District Council website	Free
	Hard Copy – contact Parish Clerk	Free
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of	Website	Free
	Hard Copy – contact Parish Clerk	Free

reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	Website	Free
Internal policies relating to the delivery of services Equality policy Health and safety policy Recruitment policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)	Hard Copy – contact Parish Clerk	Free
Information security policy	Hard Copy – contact Parish Clerk	Free
Records management policies (records retention, destruction and archive)	Website	Free
	Hard Copy – contact Parish Clerk	Free
Data protection policies	Website	Free
	Hard Copy – contact Parish Clerk	Free
<b>Class 6 – Lists and Registers. Currently maintained lists and registers only</b>		
Any publicly available register or list	Hard Copy – contact Parish Clerk	Free
Assets Register	Website	Free
	Hard copy - contact Responsible Financial Officer	Free
Register of members’ interests	Website (link to Teignbridge District Council Website)	Free
	Hard copy – contact the Clerk	Free
Register of gifts and hospitality	Inspection only – contact Parish Clerk	Free
<b>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</b>		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Seating, litter bins, memorials and lighting	Website	Free
	Hard Copy – Contact Parish Clerk	Free
Bus shelter	Not applicable	

Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees eg. burial fees	Not applicable	

**Contact details:**

**Mrs Juliette Thompson, 4 Cousens Close, Dawlish, Devon EX7 9TE**

**SCHEDULE OF CHARGES**

Describing how charges have been arrived at and are published for information as part of this guide:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by Parish Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	None	Not applicable