

Information available from

EAST BUDLEIGH with BICTON PARISH COUNCIL

under the model publication scheme

Adopted January 2019

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contracts)		
Who's who on the Council and its Committees	Website (or visit clerk) Hard copy	Free Charge
Contact details for Parish Clerk and Council members	Website/ Notice board	Free
Office location and accessibility details	No Council office. Appt may be made with the Clerk during office hours.	
Staff	Council employs one parish clerk	
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)		
Annual return form and report by auditors (Internal and External)	Website (or visit clerk) Hard copy	Free Charge
Finalised Annual Budget	Website (or visit clerk) Hard copy	Free Charge
Precept	Website (or visit clerk) Hard copy	Free Charge
Receipts/payments monthly	Website (or visit clerk) Hard copy	Free Charge
Financial Regulations and Standing Orders	Website (or visit clerk) Hard copy	Free Charge
Grants given and received	Hard copy	Charge
Current contracts awarded and value of contract	Hard copy	Charge
Class 3 - What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website Information Point Hard copy	Free Free inspection Charge
Annual Report to Parish Meeting	Website (or visit clerk) Hard copy	Free Charge
Class 4 - How we make decisions		
(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Website / Parish Council Notice Board	Free
Agendas of meetings (as above)	Website / Parish Council Notice Board	Free
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting	Website / Parish Council Notice Board / Info Point Hard copy	Free Charge
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	Hard copy	Charge
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Website (EBBPC planning minutes and / or EDDC planning online portal) or visit clerk. Hard Copy	Free Charge

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Procedural Standing Orders	Website (or visit clerk) Hard copy	Free Charge
Code of Conduct	Website (or visit clerk) Hard copy	Free Charge
Financial Regulations	Website (or visit clerk) Hard copy	Free Charge
Health and Safety Policy	Website (or visit clerk) Hard copy	Free Charge
Community Engagement Policy	Website (or visit clerk) Hard copy	Free Charge
Social Media & Website Policy	Website (or visit clerk) Hard copy	Free Charge
Press & Media Policy	Website (or visit clerk) Hard copy	Free Charge
Complaints Procedure	Website (or visit clerk) Hard copy	Free Charge
Privacy Policy / GDPR	Website (or visit clerk) Hard copy	Free Charge
Publication Scheme	Website (or visit clerk) Hard copy	Free Charge
Freedom of Information & Data Protection Policies	Website (or visit clerk) Hard copy	Free Charge
Emergency Plan Flood Resilience Plan	TBA Website (or visit clerk) Hard copy	Free Charge
Risk Register	Website (or visit clerk) Hard copy	Free Charge
Records Management Policy	Website (or visit clerk) Hard copy	Free Charge
Disciplinary & Grievance Policy	Website (or visit clerk) Hard copy	Free Charge
Applying for a Councillor vacancy	Website (or visit clerk) Hard copy	Free Charge

Class 6 - Lists and Registers

Currently maintained lists and registers only

Register of members' interests	Website (or visit clerk) Hard copy	Free Charge
Assets Register	Website (or visit clerk) Hard copy	Free Charge
Register of gifts and hospitality	Hard copy	Charge

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.

Seating, litter bins, lighting, signage	Available by inspection Hard copy	Free Charge
Bus Shelter	Available by inspection	Free
Parks, playing fields and recreational facilities	Available by inspection	Free
Public Conveniences	Available by inspection	Free
Car Park	Available by inspection	Free
Historic monuments	Available by inspection	Free
Parish Council Website	Website	Free
Defibrillator	Available by inspection	Free

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing / Scanning / Photocopying @ 15p per sheet (black & white)	Actual cost
	Printing / Scanning / Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

Contact details:

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