

Holbeton Parish Council

Freedom of Information and Publication Scheme

Introduction

Holbeton Parish Council aims to be an open and fair 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). 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 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.

Information available from **Holbeton Parish Council** under the ICO 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) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website / Clerk/ Noticeboards https://www.holbeton-pc.gov.uk</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website / Noticeboards https://www.holbeton-pc.gov.uk</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) Current and previous financial year as a minimum</p>	
<p>Annual return form and report by auditor</p>	<p>Website / Clerk / Hard Copy https://www.holbeton-pc.gov.uk</p>
<p>Finalised budget</p>	<p>Clerk / Website https://www.holbeton-pc.gov.uk</p>
<p>Precept</p>	<p>Website / Clerk https://www.holbeton-pc.gov.uk</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website / Clerk https://www.holbeton-pc.gov.uk</p>
<p>Grants given and received</p>	<p>Minutes Website / Clerk https://www.holbeton-pc.gov.uk</p>
<p>List of current contracts awarded and value of contract</p>	<p>Clerk</p>
<p>Members' allowances and expenses</p>	<p>Clerk</p>

Class 3 - What our priorities are and how we are doing	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / Clerk https://www.holbeton-pc.gov.uk
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Clerk / Noticeboards https://www.holbeton-pc.gov.uk
Agendas of meetings (as above)	Website / Clerk https://www.holbeton-pc.gov.uk
Minutes of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Clerk
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk
Responses to consultation papers	Clerk
Responses to planning applications	Meeting Minutes on Website / Clerk https://www.holbeton-pc.gov.uk
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 / Clerk https://www.holbeton-pc.gov.uk
Policies and procedures for the provision of services and about the employment of staff: Clerk's Contract of Employment	Clerk
GDPR Policies	Website / Clerk https://www.holbeton-pc.gov.uk
Records management policies (records retention, destruction and archive)	Clerk / Chairman

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Clerk
Assets register	Website / Clerk https://www.holbeton-pc.gov.uk
Register of members' interests	Clerk / South Hams District Council

Contact details: Teresa Drew - Parish Clerk / RFO - 01752 893691

Holbeton Parish Council website- <https://www.holbeton-pc.gov.uk>

Email: holbetonparishclerk@gmail.com

SCHEDULE OF CHARGES

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

CHARGES
Photocopying/ Printing @ 20p per A4 sheet (black & white)
Photocopying / Printing @ 30p per A4 sheet (colour)
Actual cost of Royal Mail standard 2 nd class

Date adopted: October 2020

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Annually reviewed in November

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