**Information available from *Bridford Parish Council* under the Freedom of Information Act model publication scheme**

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

If you have any queries, please contact the Clerk, Tamsin Mowat, on: [bridfordclerk@gmail.com](mailto:bridfordclerk@gmail.com) or 07768 784978

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| **Information to be published** | **How the information can be obtained** | **Cost for hard copies** |
| **Class 1 - Who we are and what we do**  Current information available in either hard or electronic copy or viewable on parish council website.  The council will respond to requests for information as soon as possible and usually within ten working days. As the clerk role is a part time post this may have implications on timings but we will always respond with 20 days at the latest, in accordance with the Freedom of Information Act. | Website and hard copy  Hard copy on request in writing to:  Tamsin Mowat  Clerk to Bridford Parish Council  2 The Beeches  Wet Lane  Christow  Exeter  EX6 7NQ  Or electronic copy available to view on parish council website: https://bridfordvillage.co.uk/parish-council/ | N/A |
| List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies | Website and hard copy as above | 10p |
| Postal and email address  Contact details for Parish Clerk and Council members | Website and hard copy as above  Clerk’s email address: [bridfordclerk@gmail.com](mailto:bridfordclerk@gmail.com) | N/A |
| Location of main Council office and accessibility details | All correspondence to the address or email shown above  The public are warmly invited to all parish council meetings which usually take place on the first Monday of every month. Agendas and any changes to that schedule are published on the parish council website and the village notice boards at least three clear working days before the meeting (excludes Sundays and Bank Holidays. Meetings are subject to changes in timings but this is rare; it is wise to check the website for up to date information). | N/A |
| Staffing structure | Council employs one part-time Clerk who is also the Responsible Financial Officer (RFO)  Clerk’s contact details are shown above and are also listed on the website | N/A |
| **Class 2 – What we spend and how we spend it**  Current and previous financial year | Hard copy from the Clerk. Previous years’ information posted on the website. |  |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Hard copy  Website | 60p |
| Finalised budget | Hard copy and website (Minutes January 2024 and 2025) | 10p |
| Precept | Hard copy and website (Minutes January 2024 and 2025) | 10p |
| All items of expenditure above £100 | Hard copy and website | 10p |
| Financial Standing Orders and Regulations | Hard copy  Website | 30p |
| Grants given and received | Hard copy | 10p |
| List of current contracts awarded and value of contract | Hard copy | 10p |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year | Hard copy and website |  |
| Annual governance statement in format included in the Annual Return form | Hard copy and website | 60p per year requested |
| Parish Plan | Hard copy and website | 90p |
| Annual Report to Parish or Community Meeting | Hard copy and website | 20p |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | Hard copy and website |  |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hard copy and website | 10p |
| Agendas of meetings (as above) | Hard copy and website and also available on Parish noticeboards 3 days before each meeting | 10p per sheet |
| Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure | Hard copy and website | 10p per sheet |
| Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure | Hard copy and website | 10p per sheet |
| Responses to consultation papers | Hard copy (can also see minutes on website) | 10p per sheet |
| Responses to planning applications | Hard copy (can also see minutes on website) | 10p per sheet |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | Hard copy or website |  |
| Policies and procedures for the conduct of Council business:   * Procedural standing orders * Committee and sub-committee terms of reference * Delegated authority in respect of officers * Code of Conduct * Policy statements | Hard copy or website | 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:   * Internal instructions to staff and policies relating to the delivery of services * Recruitment policies and details of current vacancies * Policies and procedures for handling requests for information * Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy or website | 10p per sheet |
| Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | Hard copy or website | 10p per sheet |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only. | (Hard copy or website; some information may only be available by inspection) |  |
| Assets register, including details of public land and building assets | Hard copy or website | 10p |
| Register of members’ interests | Held by Teignbridge District Council |  |
| Register of gifts and hospitality | Held by Teignbridge District Council |  |
| **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 | (Hard copy or website; some information may only be available by inspection) |  |
| Allotments | Hard copy | 10p |
| Community centres and village halls | Website |  |
| Parks, playing fields and recreational facilities | Website |  |
| Seating, litter bins, clocks, memorials and lighting | Hard copy or website | 10p |
| Bus shelters | Hard copy | 10p |

**Schedule of charges**

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

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @10p per sheet (black & white) | Actual cost \* |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class at the time |
|  |  |  |

\*the actual cost incurred by the public authority