**FREEDOM OF INFORMATION ACT 2000**

**Information available from Kenn Parish Council under the model publication scheme**

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| **Information to be published** | **How the information can be obtained** |  |
| **Class1 - Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information only  | (hard copy and/or website)Penton Chapel,Christow,Exeter EX6 7NPwww.kennparishcouncil.co.uk |  |
| Who’s who on the Council and its Committees | Website & hard copy |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) on website | Mrs. Penny ClaphamTel: 07704 966043clerk@kennparishcouncil.co.uk |  |
| Location of main Council office and accessibility details | Council does not have an office.Appointment can be made with the clerk by phone or email during office hours,Monday to Friday 9am to 1pm |  |
| Staffing structure – Council employs one part-time parish clerk | As above |  |
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| **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 | Hard copy from the clerk or website |  |
| Annual return form and report by auditor | Hard copy/website |  |
| Finalised budget | WebsiteHard copy |  |
| Precept | Hard copy/website |  |
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| Financial Standing Orders and Regulations | WebsiteHard copy |  |
| Grants given and received | WebsiteHard copy |  |
| List of current contracts awarded and value of contract  | Hard copy |  |
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| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections and reviews) | Hard copy from the clerk or website |  |
| Parish Plan  | WebsiteHard copy |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | WebsiteHard copy |  |
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| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous council year as a minimum | Website/hard copy |  |
| Timetable of meetings (Council, any committee/sub-committee meetings andParish meetings)  | WebsiteHard copy |  |
| Agendas of meetings (as above)  | Parish notice boards (Current Agenda 3 clear days before a meeting.)Hard copyWebsite |  |
| Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting. | WebsiteHard copyBy inspection |  |
| Reports presented to meetings (as above) - Note this will exclude information that is properly regarded as private to the meeting.  | Website Hard copy  |  |
| Responses to consultation papers | Hard copy (Can also see Minutes on website) |  |
| Responses to planning applications  | Hard copy(Can also see Minutes on website) |  |
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| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Hard copy from the clerk or website |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersDelegated authority in respect of officersCode of ConductPolicy Statements | WebsiteHard copy |  |
| Policies and procedures for the provision of services and about the employment of staff:Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | WebsiteHard copy |  |
| **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  | Hard copy/website |  |
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| Register of members’ interests | Held by Teignbridge District Council |  |
| Register of gifts and hospitality | Held by Teignbridge District Council |  |
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| **Class 7 – The services we offer**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)Current information only | (hard copy or website; some information may only be available by inspection) |  |
| Allotments | N/A |  |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | Hard copy/website |  |
| Parks, playing fields and recreational facilities | Hard copy/website |  |
| Seating, litter bins, and lighting | Hard copy |  |
| Bus shelters | Hard copy |  |
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| **Contact details:** Parish Clerk, Mrs P. Clapham. Tel: 07704 966043 Email: clerk@kennparishcouncil.co.ukWebsite address:- www.kennparishcouncil.co.uk |  |  |
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