**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 7NP  www.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 Clapham  Tel: 07704 966043  clerk@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 | Website  Hard copy |  |
| Precept | Hard copy/website |  |
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| Financial Standing Orders and Regulations | Website  Hard copy |  |
| Grants given and received | Website  Hard 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 | Website  Hard copy |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website  Hard 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 and  Parish meetings) | Website  Hard copy |  |
| Agendas of meetings (as above) | Parish notice boards (Current Agenda 3 clear days before a meeting.)  Hard copy  Website |  |
| Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting. | Website  Hard copy  By 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 orders  Delegated authority in respect of officers  Code of Conduct  Policy Statements | Website  Hard copy |  |
| Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme) | Website  Hard 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: 0](Tel:01647-253066)7704 966043  Email: clerk@kennparishcouncil.co.uk  Website address:- www.kennparishcouncil.co.uk |  |  |
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