

Information available from Okehampton Hamlets 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.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website Address</p> <p>www.okehamptonhamlets-pc.gov.uk</p>	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Website</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>C/o Penton Chapel, Christow, Exeter, EX6 7NP</p> <p>clerk@okehamptonhamlets-pc.gov.uk</p> <p>Tel: 07396 843514</p> <p>Website</p>	
<p>Location of main Council office and accessibility details</p>	<p>Council does not have an office. Appointment can be made with the Clerk by email or phone</p>	
<p>Staffing structure</p>	<p>One part-time Clerk</p>	

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website or hard copy	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website or hard copy	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/a	
All items of expenditure above £100	Website if required	
Financial Standing Orders and Regulations	Website or hard copy	
Grants given and received	Minutes on website	
List of current contracts awarded and value of contract	Minutes on website	
Members' allowances and expenses	N/a	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Website/minutes	
Annual governance statement in format included in the Annual Return form	Website/hard copy	
Parish Plan	Website	

Annual Report to Parish or Community Meeting	Website/hard copy	
Quality status	Not achieved as yet	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy if held	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website/minutes	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/hard copy	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website/hard copy	
Responses to consultation papers	Minutes/website	
Responses to planning applications	Minutes/website	
Bye-laws	Not held	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website/hard copy</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>All are on the website and available as hard copy</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • 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) 	<p>All are either on the website or available as a hard copy</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection</p>	<p>Website/hard copy</p>	

(including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Available on request	
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy only	
Register of members' interests	website	
Register of gifts and hospitality	website	
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) Website	
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Asset register	
Bus shelters	Asset register	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/a	
Additional Information		
Information not itemised in the lists above		

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	Photocopying @20p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred