

NEWTON & NOSS PARISH COUNCIL

FREEDOM OF INFORMATION ACT

Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p/sheet
Location of main Council office and accessibility details	Website Main Noticeboards	Free Free
Staffing structure	N/A	

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		
Annual return form and report by auditor	Hard copy Website	10p/sheet
Finalised budget	Hard copy	10p/sheet
Precept	Hard copy	10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy Website	10p/sheet Free
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses (Minuted in Parish Council Meetings)	Hard copy Website	10p/sheet Free
Cashbook accounts year end 31 March 2016	Hard copy website	10p/sheet Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan 2004 and Appendix 1 2009	Website Hard copy	Free 10p/sheet
Annual Reports to Parish	Website Hard copy	Free 10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	None	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings for the current year	Website Hard copy	Free Free
Agendas of meetings	Website (current only) Noticeboards (current only) Hard copy	Free Free Free
Minutes of meetings 2006-2016 NB. this will exclude information that is properly regarded as private to the meeting. Minutes prior to these dates held by West Devon Records Office	Website Noticeboards (current only) Hard copy	Free Free 10p/sheet
Reports presented to council meetings NB. this will exclude information that is properly regarded as private to the meeting.	Hard copy By email	10p/sheet Free
Responses to consultation papers	Hard copy By email	10p/sheet Free
Responses to planning applications	District Council website Parish Council website By email Hard copy	Free Free Free 10p/sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders and Financial Regulations</p> <p>Committee, sub-committee, working groups terms of reference</p> <p>Delegated authority in respect of officers (minuted in Meetings of Parish Council)</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Statement of Internal Control</p>	<p>All hard copies</p> <p>Website</p>	<p>All 10p/sheet</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services:</p> <p>Equal opportunities policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Environmental Policy</p> <p>Snow Plan</p> <p>Tree Policy</p> <p>Anti-fraud / corruption policy</p>	<p>All hard copies</p> <p>Website</p>	<p>All 10p/sheet</p>
<p>Information security policy</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>None</p>	
<p>Data protection policies</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p/sheet</p>
<p>Parish Council Meetings-filming and recording of Parish Council Meetings</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p>	<p>Free</p>

	Hard copy	10p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	District Council website	Free
Register of members' interests	District Council website Parish Council website	Free Free
Register of gifts and hospitality	District Council website	Free
Assets Register	Hard copy Parish Council website	10p/sheet Free
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Parish Council website	Free
Seating, boat storage, outhauls and memorials	Hard copy Parish Council website	10p/sheet Free
Bus shelters	Hard copy Parish Council website	10p/sheet 10p/sheet
Markets	N/A	
Public conveniences	District Council website	Free
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Council website Hard copy	Free 10p/sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	All hard copies Parish Council website	10p/sheet Free
NNPC Affordable Housing Policy Local housing; <ul style="list-style-type: none"> • Response to LDF August Consultation 2005 • LDF Core Strategy Response March 2006 • PPS3 Housing Consultation • South Hams Local Development Framework Site allocations DPD's Community Engagement Programme June 2009 <ol style="list-style-type: none"> 1. Summary 2. Housing Questionnaire 3. Results package comprising: <ol style="list-style-type: none"> i) Map with results ii) Parishioners' comments • Village Housing Initiative Proposal - summary report of the consultation feedback • Tor Homes Information Sheet - site constraints • Notes of Design Workshop Meeting 5 April 2011 		
Chairman's Annual Reports 2006-2016		
Annual Police Reports 2007-2016		
Footpaths; <ul style="list-style-type: none"> • Definitive Map Review Of Public Rights Of Way • Parish Of Newton & Noss Consultation Schedule 		
Community Spaces; Noss Mayo Community Orchard and play space layout plans		
South Hams District Council Proposed Asset Transfer; <ul style="list-style-type: none"> • Agenda for public meeting on 22nd September 2011 re:- potential transfer of land from South Hams DC to the community 		
Public Meetings <ul style="list-style-type: none"> • Public Meeting- River Yealm Sewerage Problems 30 August 2012 • Public Meeting - Car Parking Difficulties 		
Planning Letter to the Chief Executive South Hams District Council 15 July 2013; Planning		

concerns		
Neighbourhood Planning <ul style="list-style-type: none"> • Neighbourhood Plan Scoping Study • Intention to designate a Neighbourhood Plan area for Newton & Noss • Neighbourhood Plan Start Up Public Meeting 17 June 2014 		
Council Land Interests <ul style="list-style-type: none"> • Newton & Noss Parish Council Land Interests 		

Contact details:-

Clerk to the Council - Mrs S McDonough

92 Yealm Road

Newton Ferrers

Plymouth

PL8 1BL

Tel: 01752 872538

Email: newtonnossclerk@aol.com

Reviewed and approved by Newton & Noss Parish Council 9 June 2016

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p 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	Officer time to research,	£14.10/hour

	collect and copy request	
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* the actual cost incurred by the public authority