



## Information available from Rackenford and Creacombe Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do:</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website or contact Clerk
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and noticeboard
Location of main Council office and accessibility details	The Council does not have an office, contact details on website and noticeboards
Staffing structure	Clerk is the only member of staff
<b>Class 2 – What we spend and how we spend it:</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual return form and report by auditor	Website and hard copy with Clerk
Finalised budget	Website (January minutes of each year) and hard copy with Clerk
Precept	Website (January minutes of each year) and hard copy with Clerk
Borrowing Approval letter	n/a
Financial Standing Orders and Regulations	Website and hard copy with Clerk
Grants given and received	Contact Clerk
List of current contracts awarded and value of contract	Contact Clerk
Members' allowances and expenses	n/a
<b>Class 3 – What our priorities are and how we are doing:</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (May minutes of each year) and hard copy with Clerk
Quality status	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a

<b>Class 4 – How we make decisions:</b> (Decision making processes and records of decisions)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and hard copy with Clerk
Agendas of meetings (as above)	Website and hard copy with Clerk. Latest agenda on noticeboard.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy with Clerk. Latest minutes on noticeboard
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy with Clerk.
Responses to consultation papers	Website (in agendas and minutes) and hard copy with Clerk.
Responses to planning applications	Website (in agendas and minutes for each meeting) and hard copy with Clerk.
Bye-laws	n/a
<b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
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	On website and hard copy with Clerk n/a In Standing Orders on website and hard copy with Clerk Hard copy with Clerk On website (in agendas and minutes) and hard copy with Clerk
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  Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information and Complaints procedures (including those covering requests for information and operating the publication scheme)	Instructions to Clerk in contract of employment (not public document) / Standing Orders and Financial Regulations Website (agenda September 2017) n/a – under consideration n/a – council determines as and when vacancy arises Website (May 2017 meeting) and hard copies with Clerk
Information security policy	Website (agenda September 2017)
Records management policies (records retention, destruction and archive)	Website (agenda September 2017)
Data protection policies	Website (agenda September 2017)
Schedule of charges (for the publication of information)	Use of hard court by donation
<b>Class 6 – Lists and Registers:</b> (Currently maintained lists and registers only)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a
Assets register	Website (under transparency code) and hard copy with Clerk

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)	n/a
Register of members' interests	Refer to North Devon District Council website or member services and Council minutes as required
Register of gifts and hospitality	Hard copy with Clerk
<b>Class 7 – The services we offer:</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	n/a
Burial grounds and closed churchyards	n/a
Community centres and village halls	n/a
Parks, playing fields and recreational facilities	Rackenford Common
Seating, litter bins, clocks, memorials and lighting	n/a
Bus shelters	n/a
Markets	n/a
Public conveniences	n/a
Agency agreements	n/a
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a

**Costs:** Where possible information will be published on the website or via email. Copies of hard copies will be charged at 10p per page (B/W copies only), and actual costs of postage will also be charged as required.

**Contact details:**

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