

FREEDOM OF INFORMATION ACT 2000

Information available from East Allington Parish Council under the model publication scheme

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) Address Penton Chapel, Christow, Exeter, EX6 7NP www.eastallingtonparishcouncil.gov.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		
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 Thursday 9am to 1pm	
Staffing structure – Council employs one part-time parish clerk	As above	

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	
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	
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	

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)	
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	
Register of members' interests	Held by District Council	
Register of gifts and hospitality	Held by District Council	

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	
Contact details: Parish Clerk, Email: clerk@eastallingtonparishcouncil.gov.uk Website address:- www.eastallingtonparishcouncil.gov.uk		