

FREEDOM OF INFORMATION ACT 2000

Information available from Crediton Hamlets Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained
Class 1 – 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 Contact details (named contacts where possible with telephone number and email address (if used))	Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.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 10am to 5pm)
Staffing Structure – Council employs one part-time parish clerk	

Information to be published	How the information can be obtained
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 Finalised budget Precept Items of Expenditure over £100 Grants given and received List of current contracts awarded and value of contract	Minutes and website documents Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.uk

Information to be published	How the information can be obtained
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	
Report by auditor Annual Report to Parish – current and previous year as a minimum	Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.uk

Dated: March 2022

Information to be published	How the information can be obtained
Class 4 – How we make decisions Decision making process and records of decisions Current and previous year as a minimum	
Dates of Council meetings, any committee or sub-committee meetings and Parish meetings Meeting Agendas Minutes of meetings (note this will exclude information that is properly regarded as private to the meeting) Reports presented to meetings (note this will exclude information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications	Parish noticeboards Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.uk

Information to be published	How the information can be obtained
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	
Policies and procedures of the conduct of Council business: Procedural Standing Orders Delegated authority in respect of officers & pandemic Code of Conduct Policy Statements Committee Terms of Reference Privacy Notice and Policy Financial Regulations Statement of Internal Control Policies and procedures for the provision of services and about the employment of staff: Statement re Anonymous Correspondence HR Committee Terms of Reference Freedom of Information Act Statement Model Publication Scheme Complaints procedures including those covering requests for information and operating the publication scheme	Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.uk

Information to be published	How the information can be obtained
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets Register	Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.uk
Register of Councillor's Interests	Held by Mid Devon District Council
Register of gifts and hospitality	Held by Mid Devon District Council

Information to be published	How the information can be obtained
Class 7 – the services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public Current information only	
Parish Council website Minutes of meetings Contributions to parish newsletters	Website – www.creditonhamlets-pc.gov.uk Hard copy from Rachel Hodder, Clerk, Crediton Hamlets Parish Council, Higher Penstone Farm, Colebrooke, Crediton, EX17 5JR or clerk@creditonhamlets-pc.gov.uk

Reviewed by Council: April 2023

Dated: March 2022

Contact details: Parish Clerk – Mrs Rachel Hodder 01363 85523 or clerk@creditonhamlets-pc.gov.uk

Dated: March 2022