

Information available from *Dittisham Parish Council* under the Freedom of Information Act model publication scheme

DPC is expected to make the information in this guide available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

DITTISHAM PARISH COUNCIL

Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

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>	(hard copy or website)	
<p>List of Council members and their responsibilities as well as a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</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>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</p>
<p>Location of main Council office and accessibility details</p>	not held	n/a
<p>Staffing structure</p>	<p>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</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>	(hard copy or website)	
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</p>
<p>Finalised budget</p>	<p>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</p>
<p>Precept</p>	<p>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</p>
<p>Borrowing Approval letter</p>	<p>website</p> <p>hard copy</p>	<p>free</p> <p>10p/page</p>
<p>All items of expenditure above £100</p>	website	free

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	hard copy	10p/page
Financial Standing Orders and Regulations	website hard copy	free 10p/page
Grants given and received	website hard copy	free 10p/page
List of current contracts awarded and value of contract	website hard copy	free 10p/page
Members' allowances and expenses	website hard copy	free 10p/page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	website hard copy	free 10p/page
Parish Plan	not held	free 10p/page
Annual Report to Parish or Community Meeting	website hard copy	free 10p/page
Quality status	not held	
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	free 10p/page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website hard copy	free 10p/page

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Agendas of meetings (as above)	website hard copy	free 10p/page
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	website hard copy	free 10p/page
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	website hard copy	free 10p/page
Responses to consultation papers	Email or hard copy	free 10p/page
Responses to planning applications	Email or hard copy	free 10p/page
Bye-laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <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 	website hard copy	free 10p/page
Policies and procedures for the provision of services and about the employment of staff: <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) 	website hard copy <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy are not currently in place and are scheduled for development in 2022 DPC does not have: <ul style="list-style-type: none"> • Internal instructions to staff and policies 	free 10p/page

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	<p>relating to the delivery of services</p> <ul style="list-style-type: none"> • Recruitment policies • Policies and procedures for handling requests for information 	
<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 (including data sharing and CCTV usage) policies</p>	<p>website hard copy</p>	<p>free 10p/page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>website hard copy</p>	<p>free 10p/page</p>
<p>Assets register, including details of public land and building assets</p>	<p>website hard copy</p>	<p>free 10p/page</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>website hard copy</p>	<p>free 10p/page</p>
<p>Register of members' interests</p>	<p>website hard copy</p>	<p>free 10p/page</p>
<p>Register of gifts and hospitality</p>	<p>website hard copy</p>	<p>free 10p/page</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

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Allotments	not held	
Burial grounds and closed churchyards	website hard copy	free 10p/page
Community centres and village halls	not held	
Parks, playing fields and recreational facilities	website hard copy	free 10p/page
Seating, litter bins, clocks, memorials and lighting	website hard copy	free 10p/page
Bus shelters	website hard copy	free 10p/page
Markets	not held	
Public conveniences	website hard copy	
Agency agreements	Email Hard copy	free 10p/page
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	website hard copy	free 10p/page
Additional Information Information not itemised in the lists above		
Housing Needs Survey	hard copy	10p/page

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 @ .10.p per sheet (black & white)	Actual cost *
	Photocopying @ .20.p 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