

WIDWORTHY PARISH COUNCIL

Information available from Widworthy Parish Council

(under the FREEDOM OF INFORMATION ACT 2000, model publication scheme)

Information published	How the information can be obtained
Class1 - Who we are and what we do	Address:- Colhayne Close, Colhayne Lane, Shute, EX13 7QQ, Devon www.widworthy-pc.gov.uk Tel:- 01404 831080 clerk@widworthy-pc.gov.uk
Who's who on the Council	Website / hard copy from Clerk
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used) on website	Website / hard copy from Clerk
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
Staffing structure – Council employs one part-time parish clerk	As above

Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Website / hard copy from Clerk
Finalised budget	Website / hard copy from Clerk
Precept	Website / hard copy from Clerk
Financial Standing Orders and Regulations	Website / hard copy from Clerk
Grants given and received	Website / hard copy from Clerk
List of current contracts awarded and value of contract	n/a
Class 3 – What our priorities are and how we are doing	
Parish Plan	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	In Minutes / Website / Hard copy from Clerk
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Website / hard copy from Clerk / noticeboard

Agendas of meetings (as above)	Parish notice boards (current Agenda 3 clear days before a meeting). Website / hard copy from Clerk
Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.	Parish notice boards (immediate prior meeting) Website / hard copy from Clerk. Minutes prior to 2016 may not be available as they were lost in a flood event.
Reports presented to meetings (as above) - Note this will exclude information that is properly regarded as private to the meeting.	When applicable Website / hard copy from Clerk
Responses to consultation papers	When applicable hard copy from Clerk / see Minutes on website.
Responses to planning applications	Hard copy from Clerk / see Minutes on website / EDDC Planning portal

Class 5 – Our policies and procedures

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy Statements</p>	Website / hard copy from Clerk
<p>Policies and procedures for the provision of services and about the employment of staff:</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>	Website / hard copy from Clerk

Class 6 – Lists and Registers	
Assets Register	Website / hard copy from Clerk
Register of members' interests	EDDC website / hard copy from Clerk
Register of gifts and hospitality	When applicable held by District Council
Class 7 – The services we offer	
Bus shelter	Hard copy
Salt bins	Hard copy
Community noticeboards	Hard copy
Contact details: Parish Clerk, Email: clerk@widworthy-pc.gov.uk Website :- www.widworthy-pc.gov.uk	