



Dartmoor Forest Parish Council

Freedom of Information

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Publication Scheme

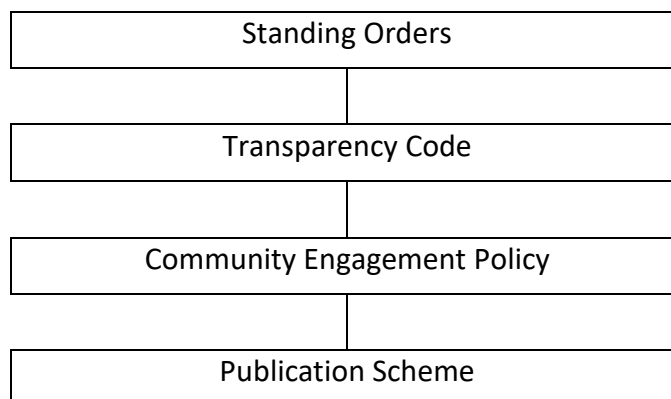
Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
0	Model Scheme produced by the Information Commissioner	April 2008
1	Adopted by DFPC	5 January 2009
1	Reviewed and readopted	23 March 2021
1	Reviewed and readopted	28 June 2022
1	Reviewed and readopted	July 2023
2	Major re-write	Oct 2024

Next review required by:	Oct 2025
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Document Hierarchy

In the event of any discrepancy between Dartmoor Forest Parish Council Codes, Regulations, Policies, Strategies, Procedures and other documentation, the version contained in the higher level document detailed below will apply, unless changed by a resolution of the council.



FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME

Notice 4.1.1

Dartmoor Forest Parish Council

To meet the requirements of the Freedom of Information Act, Dartmoor Forest Parish Council has reviewed the range of documents it holds in order to make many of these available to the public.

The Parish Clerk is responsible for the Scheme and contact details are given at Appendix 1.

Classes of information for publication are attached at Appendix 2.

These are based on the Model Scheme for Local Councils and reflect the responsibilities of Dartmoor Forest Parish Council.

Availability of Information:

The details of the Scheme will be available on the website
www.dartmoorforestparishcouncil.gov.uk

Charges for Information

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required, they will be charged as follows:

5p per sheet/side (A4) – b&w

10p per sheet/side (A4) – colour

Rights and Complaints

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 10 working days of receiving the request.

If you are unhappy with the way in which the Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual Complaints Procedure.

Appendix 1

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Dartmoor Forest Parish Council has resolved to adopt the Model Scheme for Local Councils as outlined at Appendix 2.

Dartmoor Forest Parish Council has adopted the Model Scheme and will publish information in accordance with that Scheme in accordance with Section 20 of the Freedom of Information Act 2000.

The contact details for the person who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Parish Clerk

Dartmoor Forest Parish Council

C/O Applegarth, Walkhampton, Yelverton, PL20 6JP

07508 330873

clerk@dartmoorforestparishcouncil.gov.uk

Appendix 2

Information available from Dartmoor Forest Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Organisational information, structures, locations and contacts – current information	Hard copy and via website www.dartmoorforestparishcouncil.gov.uk	Nil
Who's who on the Council and Committees	Website	Nil
Contact details for Parish Clerk and Councillors	Website & Notice boards	Nil
Class 2 – What we spend and how we spend it		
Financial information - Current and previous year financial as a minimum	Hard copy and Website	Copy fee
Statement of Accounts and internal audit report in the format included in the Annual Return form	Hard copy and Website	Copy fee
Finalised budget	Hard copy and Website	Copy fee
Precept	Hard copy and Website	Copy fee
Financial Regulations	Hard copy and Website	Copy fee
Grants given and received	Hard copy and Website	Copy fee
List of current contracts awarded and value of contract	Hard copy	Copy fee
Members' allowances and expenses	Hard copy	Copy fee
Class 3 – What our priorities are and how we are doing		
Annual Governance Statement in format included in the Annual Return form	Hard copy and Website	Copy fee
Annual Report / Chairmans Report as given at Annual Parish Meeting	Hard copy and Website	Copy fee
Data Protection Impact Assessment CCTV	Hard copy and Website	Copy fee
Project Action Plans Play Park Inspections CCTV requests for footage	Hard copy and included in minutes of meeting (website)	Copy fee
Class 4 – How we make decisions		
Timetable of meetings	Hard copy, website and notice board	Nil
Agendas of meetings	Hard copy, website and notice board	Copy fee
Minutes of meetings (excluding any information which is properly confidential to the meeting)	Hard copy and Website	Copy fee
Reports presented to Council meetings	Hard copy and Website	Copy fee

Responses to consultation papers	Hard copy and Website	Copy fee
Responses to planning applications	Hard copy and included in minutes of meeting (website)	Copy fee
Class 5 – Our Policies and Procedures - Current written policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy Documents • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard copy and Website	Copy fee
Records Management Policies (records retention, destruction and archive)	Hard copy and Website	Copy fee
Privacy Notice	Hard copy and Website	Copy fee
Princetown CCTV Policy	Hard copy and Website	
Schedule of Charges (for the publication of information)	Hard copy and Website	Copy fee
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	Copy fee
Disclosure log indicating the information provided in response to FOIA and CCTV footage requests	Hard copy	
Register of Members' Interests	Hard copy and Website or available on West Devon Borough Council website	Copy fee
Register of Gifts of Hospitality	Hard copy	Copy fee
Class 7 – The Services we Offer		
Postbridge Cemetery Burial Records	Hard Copy and can be inspected by prior arrangement with Parish Clerk	Copy fee
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)	Website	