



Information available from Shute Parish Council

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

| Information to be published | How the information can be obtained |
|---|---|
| Class1 - Who we are and what we do | Hard copies from Address:- Colhayne Close, Colhayne Lane, Shute, EX13 7QQ Website :- www.shute-pc.gov.uk |
| Who's who on the Council. No separate committees. | Website & hard copy |
| Contact details for Parish Clerk Council members | 01404 831080 clerk@shute-pc.gov.uk 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 |
| Staffing structure – Council employs one part-time parish clerk | As above |

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| Class 2 – What we spend and how we spend it | |
| Annual return form and report by auditor | Website / hard copy |
| Finalised budget | Website / hard copy |
| Precept | Website / hard copy |
| 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 |

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| Class 3 – What our priorities are and how we are doing | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website / hard copy |
| Class 4 – How we make decisions | |
| Timetable of meetings | Website / hard copy / Parish noticeboards |
| Agendas of meetings (as above) | Parish notice boards (Current Agenda 3 clear days before a meeting.) Website / hard copy |
| Minutes of meetings from 2016 – Note these will exclude information that is properly regarded as private to the meeting. | Website / hard copy / Parish noticeboards |

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| Pre 2016 | Hard copy |
| Reports presented to meetings - Note this will exclude information that is properly regarded as private to the meeting. | Website / Hard copy |
| Responses to consultation papers | Hard copy / SPC Minutes on website |
| Responses to planning applications | Hard copy / SPC minutes website / EDDC website |
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| Class 5 – Our policies and procedures | |
| 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 | (hard copy or website; some information may only be available by inspection) |
| Assets Register | Hard copy / website |
| Register of members' interests | EDDC website / hard copy |
| Register of gifts and hospitality | Held by District Council – nil return 2024 |

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| Class 7 – The services we offer | |
| Burial ground – regulations & charges | Website / Church noticeboard / hard copy |
| Village halls | Website (asset register) |
| Whitford Common | Website |
| Seating, dog mess bins, | Website / Hard copy |
| Contact details: Parish Clerk, Email: clerk@shute-pc.gov.uk Website address:- www.shute-pc.gov.uk | |