



- This document sets out Tedburn St Mary Parish Council’s approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
- Document Number: TSM 005
- Version Number 02
- Approved by Resolution Number: Minutes Reference: 2023.03.15. No. 8
- Frequency of review: Annually at Annual Parish Council Meeting in May.
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TEDBURN ST MARY PARISH COUNCIL PUBLICATION SCHEME

Information available from Tedburn St Mary Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>Current information available either hard or electronic copy or viewable on parish council website.</p> <p>The council will respond to requests for information as soon as possible and usually within ten working days. As the clerk role is a part time post this may have implications on timings but we will always respond with 20 days at the latest, in accordance with the Freedom of Information Act.</p>	<p>Website and hard copy</p> <p>Hard copy on request in writing to</p> <p>Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER</p> <p>Or electronic copy available to view on parish council website</p>



	www.tedburnstmarypc.co.uk
Who's who on the Council and its Committees	Website and hard copy as above
Contact details for Parish Clerk and Council members	Website and hard copy as above
Location of main Council office and accessibility details	<p>All correspondence to the address shown above address.</p> <p>Email the parish clerk on parishclerk@tedburnstmarypc.co.uk (office house 20-20-1.30 Mon-Thurs and 10.30-12.30 Fridays.#</p> <p>The public are warmly invited to all parish council meetings which take place on the first Monday of every month. Agendas and any changes to that schedule are published on the parish council website and the village notice boards at least three clear working days before the meeting (excludes Sundays and Bank Holidays. Meetings are subject to changes in timings but this is rare but it is wise to check the website for up to date information)</p> <p>Every Wednesday morning between 10.30 and 12.30 the council has an 'Open Door' at Tedburn St Mary Village Hall or Pathfinder Village Hall (alternate weeks) details on parish council website.</p> <p>No appointment is necessary but if preferred an appointment can be made with the clerk by phone or email during office hours, when a resident wishes to speak with a councillor. Office hours are Monday to Thursday 10.30 am to 1.30pm and 10.30-12.00 on Fridays.</p>
Staffing structure – Council employs one part-time parish clerk who is also the Responsible Financial Officer (RFO)	Clerk's contact details are shown above and appear on the parish council website



<p>Class 2 – What we spend and how we spend it</p> <p>Current and previous financial years</p>	<p>Hard copy from the clerk</p> <p>Previous seven financial years published on the parish council website</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy/website</p>
<p>Finalised budget</p>	<p>Website Hard copy</p>
<p>Precept</p>	<p>Hard copy Website</p>
<p>Standing Orders, Financial Regulations,</p>	<p>Hard copy Website</p>
<p>Grants given and received</p>	<p>Hard copy Website</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard copy Website</p>
<p>Parish Plan</p>	<p>Website Hard copy</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard copy Website</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	



Current and previous council year as a minimum	Website/hard copy
Timetable of meetings (Council, any committee/sub-committee meetings)	Website Hard copy
Agendas of meetings (as above)	Parish notice boards (Current Agenda 3 clear days before a meeting.) Hard copy Website
Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.	Website Hard copy By inspection
Reports presented to meetings (as above), these are presented at the meeting and currently form part of the minutes - Note this will exclude information that is properly regarded as private to the meeting.	Website Hard copy
Responses to consultation papers	Hard copy (Can also see Minutes on website)
Responses to planning applications	Hard copy (Can also see Minutes on website)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy from the clerk or website
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

<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>	<p>Website</p> <p>Hard copy</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>
Assets Register	Hard copy/website
Register of members' interests	Held by Teignbridge District Council
Register of gifts and hospitality	Held by Teignbridge District Council
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
Burial grounds and closed churchyards	Hard copy
Open spaces, playing fields and recreational facilities	Hard copy/website
Seating, litter bins, and lighting	Hard copy
Bus shelters	Hard copy



<p>Contact details: Parish Clerk, Jane Clerk. 07932 386023 Email: parishclerk@tedburnstmarypc.co.uk Website address:- www.tedburnstmarypc.co.uk</p>	
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