



Tedburn St Mary Parish Publication Scheme

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

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.

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- This is a controlled document and may be printed by the electronic version maintained on the Tedburn St Mary laptop is the controlled copy. A pdf version of this document is published on the Tedburn St Mary website. Printed copies of this document are not controlled.

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Information to be published	How the information can be obtained
Class1 - Who we are and what we do (organisational information, structures, locations and contacts) This will be current information only	
Current information available either hard or electronic copy or viewable on parish council website. 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 within 20 days at the latest, in accordance with the Freedom of Information Act.	Website - www.tedburnstmaryparishcouncil.gov.uk Noticeboards Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk
Who is on the Council and its committees	Available as above
Contact details for Parish Clerk and Council members	Available as above



Location of main Council office and accessibility details	Contact parish Clerk as per the details above
Staffing structure	Available as above



Information to be published	How the information can be obtained
Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure and financial audit available to view on the parish council website. Current and previous financial seven years as a minimum.	
Current information available either hard or electronic copy or viewable on parish council website. 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 within 20 days at the latest, in accordance with the Freedom of Information Act.	Website - www.tedburnstmaryparishcouncil.gov.uk Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk
Annual return form and report by auditor	Available as above



Finalised budget	Available as above
Precept	Available as above
Standing Orders, Financial Regulations,	Available as above
Grants given and received	Available as above
List of current contracts awarded and value of contract	Hard Copy, contact the Parish Clerk as above



Information to be published	How the information can be obtained
Class 3 - What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and review) Current and previous year as a minimum (onwards 2025)	
Current information available either hard or electronic copy or viewable on parish council website. 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 within 20 days at the latest, in accordance with the Freedom of Information Act.	Website - www.tedburnstmaryparishcouncil.gov.uk Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk
Parish Plan	None drafted as yet



Annual Report to Parish Assembly, current and previous year as a minimum starting 2025	Available as part of the minutes recording the Annual Parish Assembly
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Information to be published	How the information can be obtained
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Current information available either hard or electronic copy or viewable on parish council website mainly contained within the approved minutes. 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 within 20 days at the latest, in accordance with the Freedom of Information Act.	Website - www.tedburnstmaryparishcouncil.gov.uk Parish Noticeboards Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk



Timetable of meetings (Council, any committee/sub-committee meetings)	Available as above
Agendas of meetings (as above) (Current Agenda 3 clear days before a meeting.)	Available as above
Minutes of meetings – Note this will exclude information that is properly regarded as private to the meeting.	Available as above
Reports presented to meetings, 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.	Available as above
Responses to consultation papers (Can also see Minutes on website)	Hard copy - contact Parish Clerk as above
Responses to planning applications (Can also see Minutes on website)	Hard copy - contact Parish Clerk as above



Information to be published	How the information can be obtained
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Current information available either hard or electronic copy or viewable on parish council website. 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 within 20 days at the latest, in accordance with the Freedom of Information Act.	Website - www.tedburnstmaryparishcouncil.gov.uk Noticeboards Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk



Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statements	Available as above
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)	Available as above



Information to be published	How the information can be obtained
Class 6 - Lists and Registers Currently maintained lists and registers only	
Current information available either hard or electronic copy or viewable on parish council website. 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 within 20 days at the latest, in accordance with the Freedom of Information Act.	Website - www.tedburnstmaryparishcouncil.gov.uk Noticeboards Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk
Assets Register	Available as above
Register of members' interests	Held by Teignbridge District Council
Register of gifts and hospitality	Held by Teignbridge District Council



Information to be published	How the information can be obtained
Class 7 - The Services We Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	
Current information available either hard or electronic copy or viewable on parish council website. 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 within 20 days at the latest, in accordance with the Freedom of Information Act. Some information may only be available by inspection	Website - www.tedburnstmaryparishcouncil.gov.uk Noticeboards Hard copy on request in writing to: Clerk to Tedburn St Mary Parish Council Tillerton Barn Tedburn St Mary Exeter EX6 6ER E-mail: parishclerk@tedburnstmaryparishcouncil.gov.uk



Burial grounds and closed churchyards	Hard copy - contact Parish Clerk as above
Open spaces, playing fields and recreational facilities	Available as mentioned above
Seating, litter bins, and lighting	Hard copy - contact Parish Clerk as above
Bus shelters	Hard copy - contact Parish Clerk as above