

Information available from  
**COLATON RALEIGH PARISH COUNCIL**  
under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
(Organisational information, structures, locations and contracts)		
Who's who on the Council and its Committees	Website Hard copy	Free Charge
Contact details for Parish Clerk and Council members	Website/ Notice boards	Free
<b>Class 2 - What we spend and how we spend it</b>		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
External Auditor's Annual return form and report	N/A	
Internal Auditor's Report	Website Hard copy	Free Charge
Finalised Annual Budget and Precept	Website Hard copy	Free Charge
Receipts/payments monthly	Website Hard copy	Free Charge
Financial Regulations	Website Hard copy	Free Charge
<b>Class 3 - What our priorities are and how we are doing</b>		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting	Website Hard copy	Free Charge
<b>Class 4 - How we make decisions</b>		
(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Parish Council Notice Boards	Free
Agendas of meetings (as above)	Website / Parish Council Notice Boards	Free
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting	Website Council Notice Boards Hard copy	Free Free Charge
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting	Hard copy	Charge
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Website	Free

<b>Class 5 - Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Policies and procedures for the conduct of council business:</b>		
Procedural Standing Orders	Website Hard copy	Free Charge
Code of Conduct	Website Hard copy	Free Charge
Financial Regulations	Website Hard copy	Free Charge
<b>Policies and procedures for the provision of services and about the employment of staff</b>		
Health and Safety Policy	Website Hard copy	Free Charge
Complaints Procedure	Website Hard copy	Free Charge
Data Protection Policy	Website Hard copy	Free Charge
Emergency Plan	Website Hard copy	Free Charge
Risk Assessment	Website Hard copy	Free Charge
Communications Policy	Website Hard copy	Free Charge
<b>Class 6 - Lists and Registers</b>		
Currently maintained lists and registers only		
Register of members' interests	Website	Free
Assets Register	Website Hardcopy	Free Charge
<b>Class 7 - The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.)		
Seating, litter bins, jubilee taps, signposts, road safety mirrors	Available by inspection	Free
Bus Shelter on Exmouth Road	Available by inspection	Free
Parks, playing fields and recreational facilities	Available by inspection	Free
Parish Council Website	Website	Free
Defibrillator	Available by inspection	Free

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		In accordance with the relevant legislation

### Contact details:

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