

**FREEDOM OF INFORMATION ACT 2000**  
**Information available from Dunchideock Parish Council under the ICO Model**  
**Publication Scheme**

Adopted 11 May 2026

| <b>Information to be published</b>                                                                                                                     | <b>How the information can be obtained</b>                                                                        | <b>Cost</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br>This will be current information only | Website<br><a href="http://dunchideock.net">dunchideock.net</a>                                                   | N/A         |
| Who's who on the Council and its Committees                                                                                                            | Website                                                                                                           | N/A         |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                 | <a href="mailto:clerk@dunchideock-pc.gov.uk">clerk@dunchideock-pc.gov.uk</a><br>01392 833353                      |             |
| Location of main Council office and accessibility details                                                                                              | Council does not have an office.<br><br>Appointment can be made with the clerk (email and phone contact as above) | N/A         |
| Staffing structure – Council employs one parish clerk (May 2026 - not yet in post)                                                                     |                                                                                                                   |             |

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| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |                      |            |
| Current and previous financial year as a minimum                                                                                                                                  | Website<br>Hard copy | Free<br>£2 |
| Annual return form and report by auditor                                                                                                                                          | Hard copy            | £2         |
| Finalised budget                                                                                                                                                                  | Website<br>Hard copy | Free<br>£2 |
| Precept                                                                                                                                                                           | Hard copy            | £2         |
| Financial Standing Orders and Regulations                                                                                                                                         | Website<br>Hard copy | Free<br>£2 |
| Grants given and received                                                                                                                                                         | Website<br>Hard copy | Free<br>£2 |
| List of current contracts awarded and value of contract                                                                                                                           | Hard copy            | £2         |

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| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | Hard copy from the clerk or website |            |
| Parish Plan                                                                                                                                      | Website<br>Hard copy                | Free<br>£3 |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                            | Website<br>Hard copy                | Free<br>£2 |
| Quality status certificate                                                                                                                       | By inspection                       |            |

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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum |                                              |                    |
| Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)                                                        | Website<br>Hard copy                         | Free<br>£2         |
| Agendas of meetings (as above)                                                                                                                   | Parish notice boards<br>Hard copy<br>Website | Free<br>£2<br>Free |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.                           | Website<br>Hard copy                         | Free<br>£2         |
| Reports presented to meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.                 | Website<br>Hard copy                         | Free<br>£2         |
| Responses to consultation papers                                                                                                                 | Hard copy<br>See Minutes on website          | £2<br>Free         |
| Responses to planning applications                                                                                                               | Hard copy<br>See Minutes on website          | £2<br>Free         |

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| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only                                                                                               | Hard copy from the clerk or website |            |
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> </ul>                       | Website<br>Hard copy                | Free<br>£2 |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Website<br>Hard copy                | Free<br>£2 |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                        | See page 4                          |            |

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| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only |                                      |            |
| Assets Register                                                                       | Website<br>Hard copy                 | Free<br>£2 |
| Register of members' interests                                                        | Held by Teignbridge District Council |            |
| Register of gifts and hospitality                                                     | Held by Teignbridge DC               |            |

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| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public). Current information only. |                                                                                       |  |
| The activities of the Parish Council are covered by the above Classes and set out in the above sources.                                                                              | Website and hard copy as above. Some information may only be available by inspection. |  |

**Contact details:** Chairman (pending appointment of Parish Clerk) 01392 833353  
Email: [clerk@dunchideock-pc.gov.uk](mailto:clerk@dunchideock-pc.gov.uk)  
Website address:- [dunchideock.net](http://dunchideock.net)

## **SCHEDULE OF CHARGES**

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

| <b>TYPE OF CHARGE</b> | <b>DESCRIPTION</b>                         | <b>BASIS OF CHARGE</b>                                   |
|-----------------------|--------------------------------------------|----------------------------------------------------------|
| Disbursement cost     | Photocopying @£2 per sheet (black & white) | Actual cost                                              |
|                       | Postage: Letter                            | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |