

## **WEST QUANTOXHEAD PARISH COUNCIL**

### **FREEDOM OF INFORMATION ACT 2000**

The Parish Council, in common with other public bodies, makes information on its activities available to the public under the terms of the Freedom of Information Act 2000.

In summary, requests for information need to be made in writing and the Council has a period of 20 working days to respond. Those terms continue to apply in general.

In order to simplify the process, the Information Commissioner has now approved a Model Publication Scheme which commits an authority to make more routine information available to the public as part of normal business activities. Outlined below is a list of such information identified in the Model Publication Scheme which West Quantoxhead Parish Council has available routinely and can provide access to upon request.

In practice, other additional information may be equally accessible although technically it falls under the main terms of the Freedom of Information Act.

The Clerk to the West Quantoxhead Parish Council would be pleased to assist any member of the public seeking information from the Parish Council and to advise on how this can best be achieved.

Contact: Mrs Claire Richards, Clerk to the West Quantoxhead Parish Council

Address: 8A Quantock Grove  
Williton  
Taunton  
Somerset  
TA4 4PD

Telephone: 01984 632124

Email: [westquantoxheadpc@gmail.com](mailto:westquantoxheadpc@gmail.com)

Availability: By appointment.

Website: [www.westquantoxheadpc.co.uk](http://www.westquantoxheadpc.co.uk)

## WEST QUANTOXHEAD PARISH COUNCIL

**This Freedom of Information Publication was adopted by West Quantoxhead Parish Council at its meeting on 14 September 2016 and can be found on the Parish Council's website: [www.westquantoxheadpc.co.uk](http://www.westquantoxheadpc.co.uk)**

| INFORMATION HELD  | How the Information can be obtained  |
|---|--|
| <b><u>Class 1 – Who we are and what we do</u></b> – current information only<br>(Organisational information, structures, locations and contacts)  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Who's Who on the Council  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> <li>• Noticeboard</li> </ul> |
| Contact details for Parish Clerk and Council members (named contacts, telephone numbers and email addresses)  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> <li>• Noticeboard</li> </ul> |
| <b><u>Class 2 – What we spend and how we spend it</u></b> - current and previous financial year.<br><i>(Financial information relating to projected and actual income and expenditure, procurement, contacts and financial audit)</i> |  |
| Annual return form and report by auditor  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Finalised budget  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Precept   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Financial Regulations   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Grants given and received   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| <b><u>Class 3 – What our priorities are and how we are doing</u></b><br>Current and previous year<br><i>(Strategies and plans, performance indicators, audits, inspections and reviews).</i>  |  |
| Annual report to Parish or Community Meeting (current and previous year)  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| <b><u>Class 4 – How we make decisions</u></b> – current and previous council year<br><i>(Decision making processes and records of decisions)</i>  |  |

|  |  |
|--|--|
| Timetable of meetings  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> <li>• Noticeboard</li> </ul> |
| Agendas of meetings  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Minutes of meetings <i>NB: this will exclude information that is properly regarded as private to the meeting</i>   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Reports presented to council meetings <i>NB: this will exclude information that is properly regarded as private to the meeting</i>   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Responses to consultation papers   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Responses to planning applications <i>NB these are usually found in the documents relating to Parish Council meetings</i>  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Bye-laws   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
|  |  |
| <b><u>Class 5 – Our policies and procedures</u></b> – current information only ( <i>Current written protocols, polies and procedures for delivering our services and responsibilities</i> )                                      |  |
| <b><u>Policies and procedures for the conduct of Council business:</u></b><br>Standing Orders<br>Committee and sub-committee terms of reference<br>Code of Conduct   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| <b><u>Policies and procedures for the provision of services and about the employment of staff:</u></b><br>Policies and procedures for handling requests for information<br>Complaints Procedure<br>Recording of Council Meetings | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
|  |  |
| <b><u>Class 6 – Lists and Registers</u></b> – currently maintained lists and registers only  |  |
| Assets Register  | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Disclosure log   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Hard copy</li> </ul>                        |
| Register of members' interests   | <ul style="list-style-type: none"> <li>• Parish Council website</li> <li>• Held by West Somerset Council</li> </ul>    |
| <b><u>Class 7 – The services we offer</u></b> – (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)   |  |

|                         |                                  |
|-------------------------|----------------------------------|
| Bus Shelters<br>Seating | On inspection.<br>On inspection. |
|-------------------------|----------------------------------|

### Schedule of Charges

| Type of Charge       | Description                                      | Basis of Charge  |
|----------------------|--|--|
| Disbursement<br>Cost | Photocopying @ 10p per side<br>(black and white) | Actual Cost.   |
|                      | Photocopying @ 15p per side<br>(colour)          | Actual Cost.   |
|                      | Postage  | Actual cost of Royal Mail<br>standard 2 <sup>nd</sup> class. |
| Statutory Fee        |  | In accordance with the<br>relevant legislation.              |