

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 Michelle Francis, Clerk to the West Quantoxhead Parish Council
Address:	Wibble Farm Williton Taunton Somerset TA4 4DD
Telephone:	01984 633518
Email:	clerk@westquantoxheadparish.gov.uk
Availability:	By appointment.
Website:	www.westquantoxheadpc.co.uk

WEST QUANTOXHEAD PARISH COUNCIL

This Freedom of Information Publication was adopted by West Quantoxhead Parish Council at its meeting on _____ and can be found on the Parish Council's website: www.westquantoxheadpc.co.uk

INFORMATION HELD	How the Information can be obtained
<u>Class 1 – Who we are and what we do</u> – current information only (Organisational information, structures, locations and contacts)	• Parish Council website • Hard copy
Who's Who on the Council	• Parish Council website • Hard copy • Noticeboard
Contact details for Parish Clerk and Council members (named contacts, telephone numbers and email addresses)	• Parish Council website • Hard copy • Noticeboard
<u>Class 2 – What we spend and how we spend it</u> - current and previous financial year. <i>(Financial information relating to projected and actual income and expenditure, procurement, contacts and financial audit)</i>	
Annual return form and report by auditor	• Parish Council website • Hard copy
Finalised budget	• Parish Council website • Hard copy
Precept	• Parish Council website • Hard copy
Financial Regulations	• Parish Council website • Hard copy
Grants given and received	• Parish Council website • Hard copy
<u>Class 3 – What our priorities are and how we are doing</u> Current and previous year <i>(Strategies and plans, performance indicators, audits, inspections and reviews).</i>	
Annual report to Parish or Community Meeting (current and previous year)	• Parish Council website • Hard copy
<u>Class 4 – How we make decisions</u> – current and previous council year <i>(Decision making processes and records of decisions)</i>	

Timetable of meetings	• Parish Council website • Hard copy • Noticeboard
Agendas of meetings	• Parish Council website • Hard copy
Minutes of meetings <i>NB: this will exclude information that is properly regarded as private to the meeting</i>	• Parish Council website • Hard copy
Reports presented to council meetings <i>NB: this will exclude information that is properly regarded as private to the meeting</i>	• Parish Council website • Hard copy
Responses to consultation papers	• Parish Council website • Hard copy
Responses to planning applications <i>NB these are usually found in the documents relating to Parish Council meetings</i>	• Parish Council website • Hard copy
Bye-laws	• Parish Council website • Hard copy
<u>Class 5 – Our policies and procedures</u> – current information only (<i>Current written protocols, polies and procedures for delivering our services and responsibilities</i>)	
<u>Policies and procedures for the conduct of Council business:</u> Standing Orders Committee and sub-committee terms of reference Code of Conduct	• Parish Council website • Hard copy
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Policies and procedures for handling requests for information Complaints Procedure Recording of Council Meetings	• Parish Council website • Hard copy
<u>Class 6 – Lists and Registers</u> – currently maintained lists and registers only	
Assets Register	• Parish Council website • Hard copy
Disclosure log	• Parish Council website • Hard copy
Register of members' interests	• Parish Council website • Held by West Somerset Council

<u>Class 7 – The services we offer</u> – (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Bus Shelters Seating	 On inspection. On inspection.
---	--

Schedule of Charges

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