

Compton Bishop Parish Council Freedom of Information Policy

Introduction

Compton Bishop Parish Council adopted this document, based on the Office of the Information Commissioner Model Publication scheme, on 10 September 2014. Below are detailed the types of information held, how that information may be obtained and the costs.

Most of the information held by the council is routinely published on Compton Bishop Parish website, so please check there first:

www.comptonbishopparrish.org.uk

Exemptions

The Council is unable to provide advice on the detailed working of Freedom of Information legislation and will take advice if any issue arises. The legislation provides for 23 exemptions from disclosure, but the council believes that most council business will not qualify for exemption. The most likely areas that may be considered exempt are under the following sections of the Act:

- s.21 - Information accessible to applicants by other means;
- s.30 - Investigations and proceedings conducted by public authorities;
- s.33 - Audit functions;
- s.38 - Health and Safety;
- s.39 - Environmental information;
- s.40 - Personal information of a third party (i.e. not data relating to the applicant).

This list may not be complete and some information may also be subject to data protection legislation.

Handling Requests

Requests must be made in writing and addressed to the Parish Clerk at the address below.

Any request will be dealt with promptly and normally within 20 working days following receipt. However, there may be occasions where consultations with third parties will result in an extension of the 20-day target which will be notified to the applicant. This is a small parish and the Parish Clerk is contracted only for 20 hours work per month.

Fees

A schedule of costs is included below.

Complaints

If you are dissatisfied with the response from the Parish Council then you should put your complaint in writing to the Parish Clerk at the address below. If you are still dissatisfied, you should contact the Information Commissioner via the website at www.ico.gov.uk or write to:

Customer Services Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF.
Tel: 01625 545700.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>Compton Bishop Parish Council is empowered to deal with:</p> <p>Bus Shelters - Power to provide and maintain shelters. Charities - Duty to receive accounts of parochial charities. Crime prevention - Powers to spend money on various crime prevention measures. Drainage - Power to deal with ponds and ditches. Education - Right to appoint school governors. Entertainment and the arts - Provision of entertainment and support of the arts. Gifts - Power to accept. Highways – Power to repair and maintain public footpaths and bridle-ways. Power to light roads and public places. Provision of roadside litter bins. Power to provide parking places for vehicles, bicycles and motor-cycles. Power to enter into agreement as to dedication and widening. Power to provide roadside seats and shelters. Consent of Parish Council required for ending maintenance of a highway at public expense, or for stopping up or diversion of a highway. Power to complain to Sedgemoor District Council as to protection of Rights of Way and roadside wastes. Power to provide traffic signs and other notices. Power to plant trees etc. and to maintain roadside verges.</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	<p>Actual (see schedule below)</p>

<p>Litter - Provision of receptacles. Nuisances - Power to deal with offensive ditches. Parish property and documents - Powers to direct as to their custody. Planning - Right to be notified of planning applications. Traffic Calming - Powers to contribute financially to traffic calming schemes. Transport - Powers to spend money on community transport schemes.</p>		
<p>Who's who on the Council and Advisory Groups:</p> <p>Chairman Dr Sue Passmore</p> <p>Vice-Chairman Allison Campbell</p> <p>Councillors Kenneth Mace - Finance and General Purposes Advisory Group Leader Richard Parker - Environment Advisory Group Leader Mike Rolfe - Planning Advisory Group Leader Caroline Woolley – Social Events Robert Woolley - Highways Advisory Group Leader</p> <p>Clerk (<u>employed by Council</u>) Mrs Ann-marie Wood</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	<p>Actual</p>

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - current and previous financial year</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	<p>Actual</p>
<p>Annual audit return form and reports of auditors Finalised budget Precept bid to Sedgemoor District Council Grants given and received List of current contracts awarded and value of contracts List of Member’s expenses claimed</p>	<p>Hard copy from Parish Clerk</p>	<p>Actual</p>
<p>Borrowing Approval letter</p>	<p>Not currently used</p>	
<p>Financial Regulations</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	<p>Actual</p>
<p>Financial details – Invoices, receipts, bank statements, etc.</p>	<p>Viewing only with Clerk</p>	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Parish Plan (current and previous year) Advisory Group and Task Allocations spreadsheet</p>	<p>Hard copy from Parish Clerk</p>	<p>Actual</p>
<p>Annual Report to Parish Open Meeting (current and previous year)</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	<p>Actual</p>
<p>Quality status</p>	<p>Not held</p>	

Local charters drawn up in accordance with DCLG guidelines	Not held	
Parish Council news is included in "Contact" magazine every 6 weeks		
<p>Class 4 – How we make decisions</p> <p>All decisions are made at Council Meetings by a majority vote and are minuted. Advisory groups provide research and recommendations for council to use in their decision making. Council has no committees or sub-committees. For further information see Standing Orders.</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
Timetable of meetings (Council and Parish meetings)	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
<p>Council Meeting agendas are displayed on Parish notice boards and on the Parish website at least three clear days before a meeting of the Parish Council. Minutes of Council Meetings (approved only) are displayed on Parish notice boards and on the Parish website. NOTE: Minutes will exclude information that is properly regarded as private to the meeting.</p>	<p>Notice boards, Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
<p>Approved reports presented to council meetings NOTE: Reports will exclude information that is properly regarded as private to the meeting.</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
Responses to consultation papers	From Parish Clerk	Actual
Responses to planning applications	From Parish Clerk or Sedgemoor District Council website	Actual

Bye-laws	Not held	
<p>Class 5 – Our policies and procedures</p> <p>Councillors, when they take office, commit to abide by the Council's adopted Code of Conduct and Standing Orders.</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Advisory group Terms of Reference Delegated authority in respect of Officers Code of Conduct</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
<p>Policies and procedure for handling requests for information Schedule of charges (for the publication of information) – see below Complaints procedure (including those covering requests for information) Communications policy Records management policies (records retention, destruction and archive)</p>	<p>Compton Bishop Parish Council web site at : www.comptonbishopparrish.org.uk or Hard copy from Parish Clerk</p>	Actual
<p>The following areas are not covered by specific policy documents and will be dealt with under Standing Orders and by observance of the law and best practice:</p> <p>Delivery of services Health and safety Recruitment Information security Data protection Equalities and diversity</p>		

Class 6 – Lists and Registers		
Relevant lists and registers are available for viewing from the contact given		
Assets Register	Parish Clerk	
Disclosure log (indicating the information that has been provided in response to requests)	Parish Clerk	
Register of Members' interests	Sedgemoor District Council	
Register of gifts and hospitality	Sedgemoor District Council	
Class 7 – The services we offer		
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Parish Clerk	
Parks, playing fields and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
Bus shelters	Parish Clerk	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not held	

Contact details:

First point of contact is the Parish Clerk:

Mrs Ann-marie Wood

Tel: 01934 732793

Address: Many Stones, Cocklake, Wedmore, BS28 4HD.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* The actual cost incurred by the Council