

**FREEDOM OF INFORMATION ACT 2000
INFORMATION AVAILABLE FROM WEST CAMEL PARISH COUNCIL UNDER THE
MODEL PUBLICATION SCHEME 1ST JANUARY 2009.**

Registered address – ‘Triscombe’, Fore Street, West Camel, Somerset BA22 7QW

Contact telephone number – 01935 850810

Contact email address – clerk@westcamel.org.uk

Responsible officer – Mr Les Stevens Clerk to the Council

Method of Publication –

Notice Boards (**NB**) situated at -

- Bus Shelter Parsonage Road
- Fore Street entrance to playing field
- Orchard Park
- Davis Hall

Web Site (**WEB**) – www.westcamel.org.uk

Clerk’s residence (**CR**) – by prior appointment

Information to be published	How the information can be obtained
Who we are and what we do	
Who’s who on the Council and its Committees	NB, WEB, CR
Contact details for Parish Clerk	NB, WEB, CR
Contact details for Council members	CR
What we spend and how we spend it	
Current and previous financial years accounts	CR
Annual return form and report by auditor	CR
Finalised budget	CR
Precept	CR
Borrowing Approval letter (if applicable)	CR
Financial Standing Orders and Regulations	WEB, CR
Grants given and received	CR
List of current contracts awarded and value of contract	CR
Members’ allowances and expenses	CR
Policy on Grants allocation.	WEB, CR
What our priorities are and how we are doing	
Parish Plan (current and previous year as a minimum)	WEB, CR
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	CR

How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	WEB, CR
Agendas of meetings	NB, CR
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	WEB (most recent) NB (most recent) CR (all)
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	CR
Responses to consultation papers	CR
Responses to planning applications	WEB (most recent) NB (most recent) CR (all)
Our policies and procedures	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	WEB, CR WEB, CR CR CR CR
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	WEB, CR CR
Schedule of charges (for the publication of information)	WEB, CR
Lists and Registers	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	CR
Assets Register	CR
Register of members' interests	CR, SSDC
Register of gifts and hospitality	CR
The services we offer	
Parks, playing fields and recreational facilities	CR
Seating, litter bins, memorials and grit bins	CR

SCHEDULE OF CHARGES

Information marked **CR** in the above tables can be inspected, by appointment at the Clerk's residence free of charge.

Information that can be copied without breaching copyright or the Data Protection Act can be copied at the rates shown in the table below.

A detailed search of records for example Council Minutes is subject to a charge of £10 per search.

Where material has been archived, the Council reserve the right to pass on any archive search fees levied by other bodies in addition to the detailed search fee above.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Printing / copying @ .10p per sheet (black & white)	Actual cost *
	Printing / copying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£10 per search	In accordance with the relevant legislation.

* the actual cost incurred by the public authority

Review of Policy

This policy was approved by West Camel Parish Council at the meeting held on 10th March 2011 and will be reviewed bi-annually.

Note – Under Data Protection Legislation, the Council is required to regularly review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are, therefore, requested to telephone the Clerk to the Council to ensure that the information they require is still available.