



Queen Camel Parish Council

Freedom of Information policy and guide (2017)

Adopted by the Parish Council at its meeting on Monday 10th July 2017

(For further details contact the Parish Clerk: Patrick Pender-Cudlip, The Cobblers, High Street, Queen Camel, Yeovil BA22 7NE. Tel. 01935 850692; email queencamel.clerk@gmail.com).

Policy

The Council's policy is to make information publicly available in accordance with the provisions of the Freedom of Information Act (2000) as specified in the [Model publication scheme for parish councils \(q.v.\)](#) drawn up by the Information Commissioner's Office (ICO).

Guide

The ICO Model publication scheme divides the information provided by Public Authorities into seven 'classes' but for the sake of clarity in this *Guide* the information is listed according to where it can most easily be found, namely on the parish noticeboards, on the parish website or by application to the parish clerk.

1. Information displayed on the Council NOTICEBOARDS for all to view:

- The names and contact details of the Chairman, Vice Chairman and Council Members.
- The particular responsibilities of individual Councillors.
- The name and contact details of the Parish Clerk including the telephone number, email address and postal address of the Parish Council office.
- The Council's unaudited Annual Return (during the period for the exercise of public rights) and Notice of Conclusion of Audit (for at least 14 days).
- A timetable of Council meetings.
- Minutes of the last Council meeting and the Agenda of the next meeting.
- Other current information considered of particular interest to residents.

2. Information freely accessible via the Council WEBSITE (www.queencamelvillage.com):

- The names and contact details of the Chairman, Vice Chairman and Council Members.
- The particular responsibilities of individual Councillors.
- The name and contact details of the Parish Clerk including the telephone number, email address and postal address of the Parish Council office.
- The Council's Standing Orders and Financial Regulations.
- Financial information including the Council's Annual Return (either unaudited or certified with audit report), precept, accounts, budget and a list of grants & donations.
- Minutes of Parish Meetings including the report of the Council Chairman.
- Parish plans and surveys including the Community Plan (2005), the Development Plan (2009), the Parish Survey (2016) and the draft Neighbourhood Plan (2016).
- Timetables, agendas and Minutes of Council meetings (from 2012).
- Council policies and procedures.
- Details of parish working groups.
- Other information of interest to residents.

3. Information available to view by APPLICATION TO THE PARISH CLERK:

NB. Information which is easily and quickly accessible will be provided free of charge.

Any disbursements (eg photocopying or postal costs) will be charged at cost.

- The names and contact details of the Chairman, Vice Chairman and Council Members.
- The particular responsibilities of individual Councillors.
- The name and contact details of the Parish Clerk with the Parish Council office telephone number, email address and postal address.
- The Council's Standing Orders and Financial Regulations.
- Financial information including the Council's Annual Return (unaudited and then certified with audit report), precept, accounts, budget, grants and donations, contracts and Councillor expenses.
- Minutes of Parish Meetings including the report of the Council Chairman.
- Parish plans and surveys including the Community Plan (2005), the Development Plan (2009), the Parish Survey (2016) and the draft Neighbourhood Plan (2016).
- Timetables, Agendas and Minutes of Council meetings.
- Reports presented to the Council.
- Responses to planning applications.
- Council policies and procedures.
- Details, reports and terms of reference of parish working groups
- The Council's asset register, the register of members' interests & the electoral register.