

Freedom of Information Act 2000

Information available from **Exmoor Parish Council** under the Freedom of Information Act model publication scheme

Adopted 5 October 2023
Reviewed November 2024

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
|---|--|-------------|
| <p>Class 1 - Who we are and what we do</p> <p><i>(Organisational information, structures, locations and contacts)</i></p> <p><i>Current information only</i></p> | | |
| List of Council members and their responsibilities as well a list of Council Committees | Website | |
| Details of any representation on local public bodies | Website | |
| Postal and email address | Website | |
| Contact details for Parish Clerk and Council members | Website/Somerset Council website | |

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| <i>Where possible, provide named contacts including contact phone numbers and email addresses</i> | | |
| Location of main Council office and accessibility details | Not applicable | |
| Staffing structure | Not applicable | |
| <p>Class 2 – What we spend and how we spend it</p> <p><i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p> | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Website | |
| Finalised budget | Hard copy on request | |
| Precept | Hard copy on request | |
| Borrowing Approval letter | Not applicable | |
| All items of expenditure above £100 | Hard copy on request | |
| Financial Standing Orders and Regulations | Website | |
| Grants given and received | Hard copy on request | |
| List of current contracts awarded and value of contract | Not applicable | |
| Members' allowances and expenses | Not applicable | |
| <p>Class 3 – What our priorities are and how we are doing</p> <p><i>(Strategies and plans, performance</i></p> | | |

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| <i>indicators, audits, inspections and reviews)</i> | | |
| <i>Current and previous year as a minimum</i> | | |
| Annual governance statement in format included in the Annual Return form | Website | |
| Parish Plan | Not applicable | |
| Annual Report to Parish or Community Meeting | Website | |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DLUHC's guidelines | Not applicable | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Not applicable | |
| <p>Class 4 – How we make decisions</p> <p><i>(Decision making processes and records of decisions)</i></p> <p><i>Current and previous council year as a minimum</i></p> | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website | |
| Agendas of meetings (as above) | Website | |
| Minutes of meetings (as above) – exclude material that is properly | Website | |

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| considered to be exempt from disclosure | | |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Hard copy on request | |
| Responses to consultation papers | Hard copy on request | |
| Responses to planning applications | ENPA Planning website | |
| Bye-laws | Not applicable | |
| <p>Class 5 – Our policies and procedures</p> <p><i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only</i></p> | | |
| <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | <p>Website</p> <p>Not applicable</p> <p>Website</p> <p>Website</p> <p>Website</p> | |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for | Website | |

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| information and operating the publication scheme) | | |
| Records management, personal data and access to information policies <i>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</i> | Website | |
| Class 6 – Lists and Registers <i>Currently maintained lists and registers only.</i> | | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | Available by inspection only | |
| Assets register, including details of public land and building assets | Website | |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Hard copy on request | |
| Register of members' interests | Somerset Council website | |
| Register of gifts and hospitality | Hard copy on request | |
| Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i> | | |
| Allotments | Not applicable | |

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| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Not applicable | |
| Seating, litter bins, clocks, memorials and lighting | Not applicable | |
| Bus shelters | Not applicable | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Not applicable | |
| Additional Information | | |
| Information not itemised in the lists above | | |
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Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying @ 50p per sheet (black & white) Plus cost of Clerk's time @ current hourly rate | Actual cost incurred |
| | Postage – current rates as per Royal Mail 2 nd class | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
| | | |