

## Freedom of Information Act 2000

# Information available from **Withypool and Hawkridge Parish Council** under the Freedom of Information Act model publication scheme

## Adopted 11 July 2023

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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></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	Website/Somerset Council website	

Council members  <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	
<b>Class 2 – What we spend and how we spend it</b>  <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</i>  <i>Current and previous financial year as a minimum</i>		
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	Hard copy on request	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b>		

<i>(Strategies and plans, performance 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	
<b>Class 4 – How we make decisions</b>  <i>(Decision making processes and records of decisions)</i>  <i>Current and previous council year as a minimum</i>		
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 considered to be exempt from disclosure	Website	
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><b>Class 5 – Our policies and procedures</b></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"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Website Not applicable</p> <p>Website</p> <p>Website Website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> </ul>	Website	

<ul style="list-style-type: none"> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<p>Records management, personal data and access to information policies</p> <p><i>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</i></p>	Website	
<p><b>Class 6 – Lists and Registers</b></p> <p><i>Currently maintained lists and registers only.</i></p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Available by inspection only	
<p>Assets register, including details of public land and building assets</p>	Website	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Hard copy on request	
<p>Register of members' interests</p>	Somerset Council website	
<p>Register of gifts and hospitality</p>	Hard copy on request	
<p><b>Class 7 – The services we offer</b></p> <p><i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p>		

<i>Current information only</i>		
Allotments	Not applicable	
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	
<b>Additional Information</b>		
Information not itemised in the lists above		

## Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage – current rates as per Royal Mail 2 <sup>nd</sup> class	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant

		legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred