

HOLCOMBE PARISH COUNCIL IN THE COUNTY OF SOMERSET

www.holcombepc.org.uk

Clerk: Vickie Watts, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB
clerk@holcombepc.org.uk 07971 516916 / 01749 880428

FREEDOM OF INFORMATION PUBLICATION SCHEME

General Information

Authority: Holcombe Parish Council, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB.
07971 516916 / 01749 880428

Responsible Officer: Vickie Watts, Clerk

Information to be published	Method of Publication	Cost
<u>Class 1 Who we are and what we do</u>		
Who's who on the Council and its Committees Contact details for Parish Clerk and council Members Location of main Council office and accessibility details	Notice Boards. Online Hard copy – contact clerk	Free 25p/sheet + pp
<u>Class 2 What we spend and how we spend it</u>		
Current and previous financial year: Annual return form and report by auditor	Hard copy – contact clerk	25p/sheet + pp
Finalised budget	Email Hard copy – contact clerk	Free 25p/sheet + pp
Precept	Email Hard copy – contact clerk	Free 25p/sheet + pp
Financial Standing Orders and Regulations	Email Hard copy – contact clerk	Free 25p/sheet + pp
Grants given and received	Hard copy – contact clerk	25p/sheet + pp
List of current contracts awarded and value of contract	Hard copy – contact clerk	25p/sheet + pp
Member's allowances and expenses	Hard copy – contact clerk	25p/sheet + pp
<u>Class 3 How we make decisions</u>		
Timetable of meetings (Council, Parish & Committee Meetings)	Online; notice boards	Free
Agendas of meetings	Notice boards 3 days before meeting; Online	Free
Minutes of meetings	Online Hard copy – contact clerk	Free 25p/sheet + pp
Reports presented to council meetings	Hard copy – contact clerk	25p/sheet + pp
Responses to consultation papers	Hard copy - contact clerk Online at MDC website	25p/sheet + pp Free
Responses to planning applications	Hard copy – contact clerk	25p/sheet + pp

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<u>Class 4 Our policies and procedures</u>		
Standing Orders	Email Hard copy – contact clerk	Free 25p/sheet + pp
Committee and Sub-committee terms of reference	Hard copy – contact clerk	25p/sheet + pp
Policies	Email Hard copy – contact clerk	Free 25p/sheet + pp
<u>Class 5 Lists and Registers</u>		
Any publicly available register or list	Hard copy – contact clerk	25p/sheet + pp
Assets register	Email Hard copy – contact clerk	Free 25p/sheet + pp
Register of members' interests	Online at MDC website Hard copy – contact clerk	Free 25p/sheet + pp

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest).
Personal information relating to employees (Clerk)
Tenders and bids from contractors and suppliers
Note: Data Protection Legislation prohibits the publication of certain categories of information.

Charging Policy

Information can be inspected by appointment at the Council Offices free of charge.
Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10p per A4 sheet.
A detailed search of records (for example the Council Minutes) is subject to a charge of £10 per search.

Review Policy

This Policy was approved by Holcombe Parish Council at its meeting on 4th March 2014 and will be reviewed annually.

Note

Under Data Protection Legislation, the Council is required regularly to 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 required to telephone the Clerk to ensure that the information they require is still available.

Adopted	04/03/14
Last Reviewed:	May 2023
<u>To be Reviewed:</u>	<u>May 2024</u>