

Freedom of Information

Information available from Comeytrove Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) N.B. Councils should already be publishing as much information as possible about how they can be contacted.	http://www.comeytrove-pc.gov.uk/default.aspx From the Clerk: email: comeytroweparishcerk@gmail.com	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	<i>Parish Notice Board</i> <i>Contact Clerk</i> <i>Website</i>	
Location of main Council office and accessibility details	Website	
Staffing structure	One members of staff	
Class 2 - What we spend and how we spend it		

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

Current and previous financial year as a minimum

Hard copies/electronic copies held by Clerk

Annual return form and report by auditor

Hard copy held by Clerk/Website

Finalised budget

Hard copy held by Clerk/Website

Precept

Hard copy held by Clerk

Borrowing Approval letter

N/A

Financial Standing Orders and Regulations

Hard copy held/Website

Grants given and received

Hard copy held by Clerk

List of current contracts awarded and value of contract

Hard copy held by Clerk

Members' allowances and expenses

n/a

Class 3 – What our priorities are and how we are doing

(Strategies and plans,

performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)

n/a

Annual Report to Parish or Community Meeting (current and previous year as a minimum)

*Hard copy held by Clerk and Chairman
Website - minutes*

Quality status

n/a

Local charters drawn up in accordance with DCLG guidelines

n/a

Class 4 - How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

In the form on Meeting Minutes/ Hard copy held by Clerk/Website

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

*Hard copy held by Clerk
Notice Board
Web Site*

Agendas of meetings (as above)

*Hard copy held by Clerk
Current on Notice board*

web Site

Minutes of meetings (as above)
– nb this will exclude information that is properly regarded as private to the meeting.

Hard copy held by Clerk
Web Site

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Hard copy held by Clerk

Responses to consultation papers

Hard copy held by Clerk

Responses to planning applications

Hard copy held by Clerk/ SW&T Website

Bye-laws

n/a

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Hard Copies held by Clerk
Website

- Policies and procedures for the conduct of council business:

Clerk holds copies of all policies
And are available on Website

- Procedural standing orders
- Code of Conduct
- Policy statements

Policies and procedures for the provision of services and about the employment of staff:

Equality and diversity policy

Policies and procedures for handling requests for information

*All policies - Hard copies held by Clerk/
Website*

Complaints procedures (including those covering requests for information and operating the publication scheme)

Records management policies (records retention, destruction and archive)

Hard copies held by Clerk

Schedule of charges)for the publication of information)

See below

Class 6 – Lists and Registers

Currently maintained lists and registers only

(hard copy or website; some information may only be available by inspection)

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

(hard copy or website; some information may only be available by inspection)

Assets Register

*Hard copy held by Clerk
Website*

Register of members' interests

*Hard copy held by Clerk
Link on Website to SW&T information*

Register of gifts and hospitality

n/a

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters)

produced for the public and businesses)

Allotments	<i>n/a</i>
Burial grounds and closed churchyards	<i>n/a</i>
Community centres and village halls	<i>n/a</i>
Parks, playing fields and recreational facilities	<i>Contact Clerk</i>
Seating, litter bins, clocks, memorials and lighting	<i>Contact Clerk</i>
Bus shelters	<i>Contact Clerk</i>
Markets	<i>n/a</i>
Public conveniences	<i>n/a</i>
Agency agreements	<i>n/a</i>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>Contact Clerk</i>

Contact details:

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Taunton

TA1 5BP

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Email: comeytroweparishclerk@gmail.com

SCHEDULE OF CHARGES

Adopted March 2022

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority