

Freedom of Information

[Your rights, responsibilities and obligations to freedom of information](#)

Information available from Odcombe 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) This will be current information only	Hard copy – contact Clerk	5p per sheet
Who’s who on the Council	Web Site Hard copy – contact Clerk	5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web Site Hard copy – contact Clerk	5p per sheet
Location of main Council office and accessibility details	None	-
Staffing structure	None	-
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	Web Site Hard copy – contact Clerk	5p per sheet
Annual return form and report by auditor	Web Site Hard copy – contact Clerk	5p per sheet
Finalised budget	Web Site Hard copy – contact Clerk	5p per sheet
Precept	Web Site Hard copy – contact Clerk	5p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Web Site	5p per sheet

	Hard copy – contact Clerk	
Grants given and received	Web Site Hard copy – contact Clerk	5p per sheet
List of current contracts awarded and value of contract	Web Site Hard copy – contact Clerk	5p per sheet
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)	Hard copy – contact Clerk	5p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	5p per sheet
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site Hard copy – contact Clerk	5p per sheet
Agendas of meetings (as above)	Web Site Hard copy – contact Clerk	5p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site Hard copy – contact Clerk	5p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web Site Hard copy – contact Clerk	5p per sheet
Responses to consultation papers	Web Site Hard copy – contact Clerk	5p per sheet

Responses to planning applications	Web Site Hard copy – contact Clerk	5p per sheet
Bye-laws	Hard copy – contact Clerk	5p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference - N/A Delegated authority in respect of officers Code of Conduct Policy statements	Web Site Hard copy – contact Clerk	5p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services - N/A Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	5p per sheet
Information security policy	Web Site Hard copy – contact Clerk	5p per sheet
Records management policies (records retention, destruction and archive)	Web Site Hard copy – contact Clerk	5p per sheet
Data protection policies	Web Site Hard copy – contact Clerk	5p per sheet
Schedule of charges for the publication of information)	Web Site	5p per sheet

	Hard copy – contact Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Web Site Hard copy – contact Clerk	5p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members’ interests	Hard copy – contact Clerk	5p per sheet
Register of gifts and hospitality	Web Site Hard copy – contact Clerk	5p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or ; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	5p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	5p per sheet
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	

Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	

Contact details: Mrs E M James, Clerk & Responsible Financial Officer
102 Monks Dale, Yeovil, Somerset, BA21 3JH. Te: 01935 424332 e-mail: clerk@Odcombeparishcouncil.gov.uk
Meetings by appointment only – the Parish Council does not operate a Parish Office

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 @ .5.p per sheet (black & white)	Actual cost *
	Photocopying @ .5.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority