

# Freedom of Information

Information available from Bishops Hull Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	<a href="http://www.bishopshull.org.uk/Parish/">http://www.bishopshull.org.uk/Parish/</a>  From the Clerk: email: <a href="mailto:bishopshullparishclerk@gmail.com">bishopshullparishclerk@gmail.com</a>	
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

*Hard copy held by Clerk*

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)	<i>Hard copy held by Clerk</i> <i>Current on Notice board</i> <i>Web Site</i>
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy held by Clerk</i> <i>Web Site</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy held by Clerk</i>
Responses to consultation papers	<i>Hard copy held by Clerk</i>
Responses to planning applications	<i>Hard copy held by Clerk/ Somerset Council Website</i>
Bye-laws	<i>n/a</i>
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	<i>Hard Copies held by Clerk</i> <i>Website</i>

- Policies and procedures for the conduct of council business:
- Procedural standing orders
- Code of Conduct
- Policy statements

*Clerk holds copies of all policies  
And are available on Website*

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

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

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

Records management policies (records retention, destruction and archive)

*Hard copies held by Clerk*

Schedule of charges )for the publication of information)

*See below*

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### **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 Somerset Council for Members information*

Register of gifts and hospitality

*n/a*

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### **Class 7 – The services we offer**

*Contact Clerk*

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Allotments	<i>Contact Clerk</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>n/a</i>
Seating, litter bins, clocks, memorials and lighting	<i>Contact Clerk</i>
Bus shelters	<i>n/a</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>n/a</i>

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**Contact details:**

**Mrs Helen McGladdery**

**46 Ashley Road**

**Taunton**

**TA1 5BP**

**Tel: 07518 144614**

**Email: [bishopshullparishclerk@gmail.com](mailto:bishopshullparishclerk@gmail.com)**

**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**

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<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	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 by the public authority		