

Parish Council of Coleford

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Gallant Hill Farm
Foxcote
Radstock
BA3 5YB

FREEDOM OF INFORMATION PUBLICATION SCHEME

General Information

Authority: Coleford Parish Council, Gallant hill Farm, Foxcote, Radstock, BA3 5YB
07971 516916
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 10p/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 Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract Member's allowances and expenses	Hard copy – contact clerk Online, soft copy Hard copy – contact clerk Online, soft copy Hard copy – contact clerk Online, soft copy Hard copy – contact clerk Hard copy – contact clerk Hard copy – contact clerk Hard copy – contact clerk	10p/sheet + pp Free 10p/sheet + pp Free 10p/sheet + pp Free 10p/sheet + pp 10p/sheet + pp 10p/sheet + pp 10p/sheet + pp
<u>Class 3 What our priorities are and how we are doing</u> Parish Plan	Online Hard copy – contact clerk	Free 10p/sheet + pp
<u>Class 4 How we make decisions</u> Timetable of meetings (Council, Parish & Committee Meetings) Agendas of meetings Minutes of meetings	Online; notice boards Notice boards 3 days before mtg; Online Online, soft copy Hard copy – contact clerk	Free Free Free 10p/sheet + pp

Reports presented to council meetings	Email/ soft copy Hard copy – contact clerk	Free 10p/sheet + pp
Responses to consultation papers	Email Hard copy - contact clerk	Free 10p/sheet + pp
Responses to planning applications	Online at MDC website Hard copy – contact clerk	Free 10p/sheet + pp
Bye-laws	Hard copy – contact clerk	10p/sheet + pp
<u>Class 5 Our policies and procedures</u>		
Standing Orders	Online, soft copy Hard copy – contact clerk	Free 10p/sheet + pp
Committee and Sub-committee terms of reference	Hard copy – contact clerk	10p/sheet + pp
Policies - Code of Conduct / Document Retention Policy / Disciplinary & Grievance Policies / Freedom of Information Publication Scheme	Online Hard copy – contact clerk	Free 10p/sheet + pp
<u>Class 6 Lists and Registers</u>		
Any publicly available register or list	Hard copy – contact clerk	10p/sheet + pp
Assets register	Soft copy Hard copy – contact clerk	Free 10p/sheet + pp
Register of members' interests	Hard copy – contact clerk	10p/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 Coleford Parish Council at its meeting on **13th May 2020** and will be reviewed annually.

Signed:

Philip Ham

13/05/20

Chair

Date

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.