

Freedom of Information

The Freedom of Information Publication Scheme was adopted on 12/01/2012, minute 14. and can be found on the website: www.stogumber.org.uk/council

STOGUMBER PARISH COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Parish Clerk contact details: Mrs Jan Leeming, 9 Pickpurse Lane, Stogumber, Somerset, TA4 3TB. Telephone number 01984 656870. Email: janleeming@hotmail.co.uk

Objective	How achieved
To proactively publish or make available information held by Stogumber PC and falls within the classifications below:	Information on the village website: www.stogumber.org.uk Information on the Parish Council Notice board Copies of documents available from the Parish Clerk
1. Who we are and what we do	Information on the village website: www.stogumber.org.uk <ul style="list-style-type: none"> • Names and contact details of Parish Councillors • Name and contact details of Parish Clerk Also available from the Parish Clerk
2. What we spend and how we spend it	<ul style="list-style-type: none"> • Monthly expenditure recorded in minutes • Annual precept recorded in minutes and published in Stogumber Standard and village website • Annual Return Form and Report by Auditor Copies are available from the Parish Clerk
3. What our priorities are and how we are doing	Stogumber Parish Council's priorities are to represent the interests of the community to the best of our ability in the areas where we have any responsibility.
4. How we make decisions	All decisions are taken at Parish Council Meetings, which are open to the public. Agendas for meetings are published on the Parish Council notice board and the village website. Minutes of meetings are published on the Parish Council notice board and the village website. Copies are available from the Parish Clerk
5. Our Policies and Procedures	Standing Orders are adopted and reviewed 5 yearly. The Code of Conduct produced by the Standards Board of England is also adopted by the Parish Council. All members must abide by these publications. Copies available from Clerk

6. Lists and Registers	The Parish Clerk keeps a copy of the Register of Electors, asset register and Register of Members Interests.
7. The Service we Offer	<p>The Parish Council operate as a facilitator, commentator and representation of the following:</p> <p>Consider concerns raised by residents and councillors about:</p> <ul style="list-style-type: none"> • Highways and Rights of Way • Environment • Crime and policing • Planning <p>Also ensure these are considered by the relevant service provider or enforcement authority</p>
To proactively publish or make available information in line with the statements contained within this scheme	<p>The clerk regularly reviews that the website is up to date.</p> <p>The clerk regularly passes information to the website editor and Stogumber Standard Magazine Editor to keep residents up to date. Minutes and agendas are posted on the Parish Council notice board.</p> <p>The Stogumber Standard Magazine is published monthly and is delivered to subscribers and available from The General Stores.</p>
To produce a schedule of fees charged for access to information	<p>Where information is made available via the website there is no charge.</p> <p>Where information requested is required to be photocopied, a charge of 10p per sheet is made. Postage is charged at actual cost.</p>
To make this publication scheme available to the public	<p>A notice is placed on the Parish Council notice board stating those wishing to view any documents to contact the clerk or see the website.</p> <p>The Freedom of Information Publication Scheme is available on the website.</p>