

## CROWCOMBE PARISH COUNCIL

### FREEDOM OF INFORMATION PUBLICATION SCHEME (REVISED MAY 2013)

<b>Objective</b>	<b>How achieved</b>
To proactively make available information held by Crowcombe PC and falls within the classifications below:	<ul style="list-style-type: none"> <li>• Minutes from PC meetings</li> <li>• Minutes from Annual Parish Council Meeting</li> <li>• Budget</li> <li>• Finance</li> </ul> <p>Available from Parish Clerk</p>
1. Who we are and what we do	<ul style="list-style-type: none"> <li>• Names of Parish Councillors</li> <li>• Name and contact details of Parish Clerk</li> <li>• Name of SCC and WSC Councillor</li> </ul> <p>Available from Parish Clerk</p>
2. What we spend and how we spend it	<ul style="list-style-type: none"> <li>• Bi Monthly expenditure recorded in minutes</li> <li>• Annual precept details from clerk</li> <li>• Annual precept recorded in minutes</li> <li>• Annual Return Form and Report by Auditor</li> <li>• Financial Regulations are reviewed 5 yearly or when there are any major changes from Government.</li> </ul> <p>Available from Parish Clerk</p>
3. What our priorities are and how we are doing	Crowcombe 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. Proposals may be developed by committees, or the Clerk and individual members when necessary.
5. Our Policies and Procedures	Standing Orders are adopted and reviewed 5 yearly, or when there are any major changes from Government. A Code of Conduct has been adopted by the Parish Council following new legislation within the Localism Act 2011. All members must abide by these publications. Copies available from Parish Clerk
6. Lists and Registers	The Parish Clerk keeps a copy of the Register of Electors, asset register and Register of Members Interests. Register of Members Interests are also held at West Somerset Council, Williton.

<p>7. The Service we Offer</p>	<p>The Parish Council operate as a facilitator, commentator and representation of the following:</p> <p>They consider concerns raised by residents and councillors about:</p> <ul style="list-style-type: none"> <li>• Highways including maintenance and drainage</li> <li>• Environment including litter and rubbish dumping</li> <li>• Footpaths, bridleways and rights of way</li> <li>• Bus service</li> <li>• Crime prevention</li> <li>• Planning applications</li> </ul> <p>Also they ensure these are considered by the relevant service provider or enforcement authority</p>
<p>To proactively make available information in line with the statements contained within this scheme</p>	<p>The clerk will pass relevant information to CAW, the Parish Magazine Editor to keep residents up to date with major issues.</p> <p>The Parish Magazine is published bi-monthly.</p>
<p>To produce a schedule of fees charged for access to information</p>	<p>Where information is made available via email from the clerk, 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>
<p>To make this publication scheme available to the public</p>	<p>A notice is placed on the notice board stating those wishing to view any documents to contact the clerk.</p> <p>The Freedom of Information Publication Scheme is available from the clerk and can be emailed.</p>

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