

Information available from Over Stowey Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts</p> <p>Current information only</p>	<p>Hard copy and/or website</p> <p>https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page</p> <p>Free</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard copy and/or website</p> <p>https://overstoweyparishcouncil.gov.uk</p> <p>Hard copy and/or website</p> <p>https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page</p> <p>Free</p> <p>15p per page</p> <p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk</p> <p>Contact details for Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hard copy and/or website</p> <p>https://overstoweyparishcouncil.gov.uk</p> <p>Hard copy</p>	<p>15p per page</p> <p>Free</p> <p>15p per page</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and/or website</p> <p>https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page</p> <p>Free</p>
<p>Staffing structure</p>	<p>Hard copy and/or website</p> <p>https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page</p> <p>Free</p>

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<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about: Projected and actual income and expenditure Procurement and contracts Financial audit</p> <p>Current and previous financial year as a minimum</p>	<p>On request</p> <p>On request Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page</p> <p>15p per page 15p per page Free</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Finalised budget</p>	<p>On request</p>	<p>15p per page</p>
<p>Precept</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	<p>N/A</p>
<p>All items of expenditure above £100</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Standing Orders and Financial Regulations</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Grants given and received</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>On request</p>	<p>15p per page</p>
<p>Members' allowances and expenses</p>	<p>On request</p>	<p>15p per page</p>

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<p>Class 3 – What our priorities are and how we are doing</p> <p>Projects, plans, results and outcomes, audits, inspections and reviews</p> <p>Current and previous year as a minimum</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Annual governance statement in format included in the Annual Return form</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Parish Design Statement</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Annual Parish Meeting Reports</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Quality status</p>	<p>N/A</p>	<p>N/A</p>
<p>Local charters drawn up in accordance with DLUHC’s guidelines</p>	<p>N/A</p>	<p>N/A</p>
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>	<p>N/A</p>	<p>N/A</p>
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous council year as a minimum</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Timetable of meetings</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page Free</p>

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Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Responses to consultation papers	On request	15p per page
Responses to planning applications	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Policies and procedures for the conduct of Council business:		
<ul style="list-style-type: none"> • Procedural standing orders 	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
<ul style="list-style-type: none"> • Committee and sub-committee terms of reference 	N/A	N/A
<ul style="list-style-type: none"> • Delegated authority in respect of officers 	On request	15p per page
<ul style="list-style-type: none"> • Code of Conduct • Policy statements 	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>On request</p> <p>Hard copy and/or website https://overstoweyparishcouncil.gov.uk</p>	<p>15p per page</p> <p>15p per page Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>On request where applicable</p>	<p>15p per page</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>	<p>On request</p>	<p>15p per page</p>
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>On request</p>	<p>15p per page</p>
<p>Assets register, including details of public land and building assets</p>	<p>On request</p>	<p>15p per page</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>On request</p>	<p>15p per page</p>

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Register of members' interests	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Register of gifts and hospitality	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Class 7 – The services we offer		
Information about the services we offer (including leaflets, guidance and newsletters for the public and businesses – if produced)	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Current information only		
Allotments	N/A	N/A
Cemetery	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, memorials, grit bins, dog waste bins, defibrillator, phone box book swap	On request	15p per page
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy and/or website https://overstoweyparishcouncil.gov.uk	15p per page Free

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 @ 15p per sheet (black & white)	Actual cost incurred by the Parish Council
	Photocopying @ 15p per sheet (colour)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Time spent processing and providing the information for requests	In accordance with the relevant legislation (currently set at £25 per hour)

Adopted: July 17th 2024