

Freedom of Information

Information available from Nunney Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organizational information, structures, locations and contacts - current information only.)</p> <p style="text-align: center;">Nunney Parish Council's website</p> <p style="text-align: center;">Nunney Parish Council's email address</p> <p style="text-align: center;">Website for Mendip District Council (MDC)</p>	<p style="text-align: center;">www.nunneyparishcouncil.com</p> <p style="text-align: center;">nunney@gmail.com</p> <p style="text-align: center;">www.mendip.gov.uk</p>	
Who's who on the Council and its Committees	Parish Council's website By request to the Clerk	No charge
Contact details for Parish Clerk and Council members (names and where possible telephone number/ email address (if used))	Website MDC website By request to the Clerk	No charge
Location of main Council office and accessibility details	Website Mendip District Council website	No charge
Staffing structure	By request to the Clerk	No charge
<p>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) <i>Current and previous financial years from 2015-2016</i></p>		.
Annual return and audit report/s	Council's website By request to the Clerk	No charge
Annual Accounts (<i>1st April to 31st March</i>)	Council's website By request to the Clerk	No charge

Annual budget (<i>Current year only, otherwise see Annual Accounts.</i>)	Council's website By request to the Clerk	No charge
Precept (also see Minutes)	Council's website By request to the Clerk	No charge
Borrowing Approval letter	NA	
Expenditure over £100.00 (published annually)	Council's website By request to the Clerk	No charge
Financial Standing Orders and Regulations	By request to the Clerk	No charge
Grants given and received	By request to the Clerk	No charge
List of current contracts awarded and value of contract	By request to the Clerk	No charge
Members' expenses (See also Minutes)	By request to the Clerk	No charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections & reviews)		
Parish Plan (current and previous year as a minimum)	None.	
Annual Report to Parish (See also Notes from the Annual Parish Meeting)	Council's website By request to the Clerk	Non charge
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Council's website By request to the Clerk	No charge
Agendas of meetings (as above)	Council's website Parish Notice Board	No charge

	Nunney Parish Council Facebook page By request to the Clerk	
Minutes of meetings (as above) (<i>excluding information that is properly regarded as private to the meeting.</i>)	Council's website Nunney Spar shop By request to the Clerk	No charge
Reports presented to council meetings (<i>this will exclude information that is properly regarded as private to the meeting</i>) – see Minutes	See Minutes	No charge
Responses to consultation papers	See Minutes	No charge
Responses to planning applications	Website (see Minutes) MDC website By request to the Clerk	No charge
Bye laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities only)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	By request to the Clerk	No charge
Committee and sub-committee terms of reference		
Delegated authority in respect of officers	By request to the Clerk	No charge
Code of Conduct	By request to the Clerk	No charge
Policy statements	By request to the Clerk	No charge
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	}	
Equality and diversity policy	}	
Health and safety policy	}	
Recruitment policies (including current vacancies)	}	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	By request to the Clerk } }	No charge
Information security policy	By request to the Clerk	No charge
Records management policies (records retention, destruction and archive)	By request to the Clerk	No charge
Data protection policies	By request to the Clerk	No charge
Schedule of charges for the publication of information: In general the Parish Council will not charge for information – including hard copies. However in the event of repeated requests it may choose to make a modest charge which will be based on actual charge incurred. <i>In the instance of nuisance requests the Council reserves the right to provide the information a maximum of three times.</i>		No charge
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Any publicly available register or list	None held.	
Assets Register	Council’s website By request to the Clerk	No charge
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held.	
Register of members’ interests	MDC website	No charge
Register of gifts and hospitality	Not applicable.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.) Current information only.		
Allotments	By request to the Clerk	No charge
Burial grounds and closed churchyards	By request to the Clerk	No charge

Community centres and village halls	Links from the Council's website	No charge
Parks, playing fields and recreational facilities (<i>see Assets register</i>)	By request to the Clerk	No charge
Street furniture: seats, litter bins, clocks, memorials, bus shelters and lighting (<i>see Assets Register</i>)	Council's website By request to the Clerk	No charge
Markets	Annual Street Fayre	
Public conveniences	None	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	By request to the Clerk	No charge
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemized in the lists above		
In addition to its responsibilities under the Local Government Transparency Code 2015, Nunney Parish Council seeks to make information available for free. This is either published to its website or can be provided on direct request to the Parish Clerk.		

Contact details:

Clerk to Nunney Parish Council, Hazel Orchard Cottage, Conduit Square, Pilton, Shepton Mallet, Somerset. BA4 4DZ

Telephone: +44 (0) 7752936709; Email: nunney@gmail.com.

SCHEDULE OF CHARGES

This explains how the charges (if any) have been arrived at and are published as part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Postage	Actual Royal Mail cost*
	Copying/printing	Actual cost to Parish Council*
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	
		* This will be the actual cost incurred.

*Based on SALC Briefing Document October 2008 V1.
Updated by Nunney Parish Council 2021*