

FREEDOM OF INFORMATION ACT

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office is changing the emphasis in the approval and operation of publication schemes to a generic model which must be adopted and operated by all public authorities from 1st January 2009.

Details of “the Act” can be found on the ICO’s website www.ico.gov.uk.

The following pages give information relevant to Priston Parish Council.

**Christine Hunt
Clerk
Priston Parish Council**

1st January 2009

Updated as appropriate 1st June 2009

FREEDOM OF INFORMATION ACT – 1 January 2009

Information available from Priston Parish Council under the Model Publication Scheme

CLASS 1 – Who we are –

Timothy Hughes (Chairman), 25 The Croft, High Street, Priston BA2 9EE
01761 470029: mob 0775 3030195: email pristoniam@btinternet.com

Mrs Clare Cross, Rockhill, Priston, BA2 9ED
01761 470566: email clare.cross@btinternet.com

Peter Hopwood, (Vice Chairman) Priston Mill, Priston BA2 9EQ
01225 423894: email p.hopwood@millwoodproducts.co.uk

John Lippiatt, Press Barrow Cottage, Priston, BA2 9EH
01761 471080: email john@lippiat6.orangehome.co.uk

Douglas Pattison, Underhill, Priston, BA2 9EE
01761 470609: email all@pristonpattisonsforce9.co.uk

John Whybrow, Barnstaples, Priston, BA2 9EH
01761 470515: email cinchley@globalnet.co.uk

John Wilkinson, Walking Distance, Summerlea, Priston BA2 9EF
01761 470773: email johnjillwilkinson@yahoo.com

PARISH CLERK Mrs Christine Hunt: 01761 471580: email priston_clerk@tiscali.co.uk

The registered address of the Parish Council is: The Shippen, Priston, BA2 9EB

The clerk can be contacted at reasonable hours during the day and evening.

CLASS 2 – What we spend and how we spend it –

Financial Year 2006/2007

Precept	£2,800
Balance brought forward from previous year	£107.65
Total expenditure	£2,620.85
Balance carried forward to year 2007/2008	£286.80

Financial Year 2007/2008

Precept	£2,900
Balance brought forward from previous year	£286.80
Other receipts (Priston PCC & VAT refund)	£150.58
Total expenditure	£2,963.89
Balance carried forward to year 2008/2009	£413.49

Financial Year 2008/2009

Precept	£3,400
Balance brought forward from previous year	£413.49
Total expenditure	£3,529.38
Balance carried forward to year 2009/2010	£350.71

Financial Year 2009/2010

Precept requested from District Council	£3,200
(As at 1 st June 2009 no other financial details yet available)	

Copies of the accounts, for the four completed years, available on request from the clerk (FoC)

Photocopies of the Annual Report Form and Auditor's Report available from the clerk on payment of photocopying charge of 5p per sheet

CLASS 3 – What our priorities are and how we are doing

Parish Plan – No parish plan has been prepared within the parish

Annual Report – The Report presented to the Annual Parish Meeting is published on the Priston Website and can also be read in the Minute Book, on application to the Clerk.

Quality Status – Does not apply to Priston Parish Council

CLASS 4 – How we make decisions

Decisions are made at meetings of the Parish Council and are recorded in the Minute Book.

Minutes are published on the Priston Website.

Agendas are displayed on the Parish Council noticeboard approximately 10 days before each meeting.

All meetings are held on Mondays commencing 7.00pm.

Six meetings are held each year plus the Annual Parish meeting and the Annual General meeting.

CLASS 5 – Our policies and procedures

All Parish Councillors have signed, and annually confirm, that they accept the Code of Conduct.

Complaints procedure – all complaints received by the Chairman and Clerk are held on file by the Clerk.

Records management policies – all records are archived by the Clerk.

Schedule of charges for the publication of information – standard photocopying charges apply (ie currently 5p per sheet).

CLASS 6 – Lists and Registers

Assets Register – A register of Priston Parish Council's assets is held by the Clerk, a copy of which is available on application.

Register of Members' Interests – the Register of Interests is held by the Clerk.

Register of Gifts and Hospitality – the Register of gifts and hospitality is held by the Clerk.

CLASS 7 – The Services we offer

The list of services in the Model Publication Scheme does not apply to Priston Parish Council. That is: Allotments; Burial grounds and closed churchyards; Community centres and village halls; Parks, playing fields and recreational facilities; Seating, litterbins, clocks, memorials and lighting; Bus shelters; Markets; Public conveniences; Agency agreements.

Christine Hunt
Clerk
Priston Parish Council

1st January 2009

Updated 1 June 2009