

# Purse Caundle Parish Council

## Freedom of Information policy and guide (2017)

### Policy

The Council's policy is to make information publicly available in accordance with the provisions of the Freedom of Information Act (2000) as specified in the [Model publication scheme for parish councils](#) (q.v.) drawn up by the Information Commissioner's Office (ICO).

### Guide

The ICO Model publication scheme divides the information provided by Public Authorities into seven 'classes' but for the sake of clarity in this *Guide* the information is listed according to where it can most easily be found, namely on the parish noticeboards, on the parish website or by application to the parish clerk.

#### **1. Information displayed on the Council NOTICEBOARDS for all to view:**

- The names and contact details of the Chairman, Vice Chairman and Council Members.
- The particular responsibilities of individual Councillors.
- The name and contact details of the Parish Clerk including the telephone number, email address and postal address of the Parish Council office.
- The Council's unaudited Annual Return (during the period for the exercise of public rights) and Notice of Conclusion of Audit (for at least 14 days).
- A timetable of Council meetings.
- Minutes of the last Council meeting and the Agenda of the next meeting.
- Other current information considered of particular interest to residents.

- **Information freely accessible via the Council WEBSITE** ([www.pursecaundlepc.org.uk](http://www.pursecaundlepc.org.uk))
- The names and contact details of the Chairman, Vice Chairman and Council Members.
- The name and contact details of the Parish Clerk including the telephone number, email address and postal address of the Parish Council office.
- Financial information including the Council's Annual Return (either unaudited or certified with audit report), precept, accounts, budget and a list of grants & donations.
- Minutes of Parish Meetings including the report of the Council Chairman.
- Timetables, agendas and Minutes of Council meetings (from 2012).
- Council policies and procedures.
- Other information of interest to residents.