

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts <i>This will be current information only.</i>	
Who's who on the Council and its Committees	Website Noticeboard Parish Newsletter Hard copy/email
Contact details for Parish Clerk and Council members	Website Noticeboard Parish Newsletter Hard copy/email
Location of main Council office (correspondence only). Accessibility details: no issues.	White Lias House, Turnhill Road, High Ham, TA10 9DF
Staffing structure	Website Noticeboard Hard copy/email
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. <i>Current and previous financial year as a minimum.</i>	
Annual return form and report by auditor	Website Hard copy/email
Finalised budget	Website Hard copy/email
Precept	Website in minutes Hard copy/email
Borrowing Approval Letter	Not applicable
Financial Standing Orders and Regulations	Website Hard copy/email
Grants given and received	Website in minutes Hard copy/email
List of current contracts awarded and value of contract	Website in minutes Hard copy/email
Members' allowances and expenses	Website in minutes Hard copy/email
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. <i>Current and previous year as a minimum.</i>	
Community Plan (2017)	Hard copy/email

Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy/email
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable

#### **Class 4 – How we make decisions**

Decision making processes and records of decisions. *Current and previous council year as a minimum.*

Meetings are on first Monday of month (except Bank Holidays) and start at 1930. Venue: Fivehead Village Hall, Stowey Road, Fivehead, TA3 6PP or via Zoom online.

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy/email
Agendas of meetings (as above)	Website Hard copy/email
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Website Hard copy/email
Reports presented to council meetings – Note: this will exclude information that is properly regarded as private to the meeting.	Website Hard copy/email
Responses to consultation papers	Website Hard copy/email
Responses to planning applications	Website Hard copy/email
Bye-laws	Not applicable

#### **Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities. *Current information only.*

<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Hard copy/email
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Information security policy</li> <li>• Records management policies (records retention, destruction and archive)</li> <li>• Data protection policies</li> </ul>	Website Hard copy/email

• Schedule of charges (for the publication of information)	
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list (Burial Register and Exclusive Rights of Burial)	Hard copy or view
Assets register	Website Hard copy/email
Disclosure log (indicating the information that has been provided in response to requests)	Website Hard copy/email
Register of members' interests	Website Hard copy/email
Register of gifts and hospitality	Website Hard copy/email
<b>Class 7 – The services we offer</b>	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. <i>Current information only.</i>	
Allotments	Not applicable
Burial grounds and closed churchyards	Website Hard copy/email
Village hall	Website Hard copy/email
Playing fields and recreational facilities	Website Hard copy/email
Seating; litter and dog waste bins; memorial; lighting	Website Hard copy/email
Bus shelter	Website Hard copy/email
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy/email
<b>Additional Information</b> not itemised in the lists above	
<b>Class 5 – Our policies and procedures</b>	

The Council aims to:

- Maintain and improve the environment for the present and future generations.
- Contribute towards improving the social fabric of the village. Be approachable.
- Council believes in fairness, openness, consultation and applying common sense.

Legal requirements are adopted annually in May at the Annual Meeting of the Parish Council and can be seen in the relevant minute.

To complain about the conduct of an elected or co-opted parish councillors for breach of the Code of Conduct for Councillors – submit a written complaint to The Chairman of the Standards Committee (Assessment Sub Committee) c/o Ian Clarke, Solicitor to the Council and Monitoring Officer, SSDC PO Box 25, The Council Offices, Yeovil, BA20 2SE or email [ian.clarke@southsomerset.gov.uk](mailto:ian.clarke@southsomerset.gov.uk)

Fivehead Parish Council subscribes to Data Protection. Registration number Z8043377.

### **Class 6 – Lists and Registers**

The Burial register up to 1887 is accessible via the internet. Click [here](#).

The more recent churchyard register is available from the current churchwarden.

The Clerk to the Parish Council holds the cemetery Burial Register and Register of Exclusive Rights of Burial.

There is a seat by the War Memorial, at the Playing Field, and in The Pound.

There are litter bins at Langford Corner, the Playing Field and by the bus stop on the A378.

There are dog waste bins on the Isle Abbotts Road, Lower Swell Road and Stowey Road.

There is lighting in St Martins Close.

There is a bus shelter on the A378 at the top of Ganges Hill.

### **Contact details for Parish Clerk**

(Contact by phone, email, or post; in person by prior arrangement only)

Mrs Jayne Parsons

White Lias House, Turnhill Road, High Ham, TA10 9DF

Telephone: 01460 281902

Email: [fiveheadpc@gmail.com](mailto:fiveheadpc@gmail.com)

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black/white)	Actual cost incurred by the authority
	Photocopying @ 20p per Sheet (colour)	Actual cost incurred by the authority
	Postage	Actual cost of 2 <sup>nd</sup> class post for standard letters. Additional costs will be incurred if the weight of the correspondence to be posted exceeds the standard letter rate.

<b>Statutory Fee</b>		In accordance with the relevant legislation
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This document is based on the template guide to information for parish councils accessed through [www.ico.gov.uk/for\\_organisations/freedom\\_of\\_information/definition\\_documents](http://www.ico.gov.uk/for_organisations/freedom_of_information/definition_documents)

Approved by the Parish Council on 3<sup>rd</sup> August 2015 (updated September 2020 for new Clerk details)