

Priston Parish Council

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.

**Christine Hunt
Clerk
Priston Parish Council
1st January 2009 – 16th May 2016**

**Louise Callan
Clerk
Priston Parish Council
29 July 2016**

**Updated as appropriate 15th July 2011, 1st July 2012,
23rd June 2013, 19th June 2014 and 1st September 2015, 29 July 2016**

FREEDOM OF INFORMATION ACT – 1 January 2009

Information available for Priston Parish Council under the Model Publication Scheme

CLASS 1 – Who we are –

Doug Pattison (Chairman), Underhill Cottage, Priston BA2 9EE
01761 470609: email doug@pristonpattisons.force9.co.uk

Robert Davies, Staddlestones, Priston BA2 9EE
01761 479330: email rdavies@cityengineering.com

Mrs Fiona Hassard, Rozel, 4 High Street, Priston BA2 9EB
01761751338: email fionahassard@yahoo.com

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

Mrs Claire Lawton, 6 Summerlea, Priston BA2
01761 470442: email claire.lawton@hotmail.co.uk

John Lippiatt, Press Barrow Cottage, Priston, BA2 9EH
01761 471080: email john@lippiatt6.orangehome.co.uk

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

The above Councillors were elected as a result of Local Elections held on 7th May 2015.

PARISH CLERK: Mrs Louise Callan 01761 472911, 07793 847185 parishclerk@priston.org.uk

The registered address of the Parish Council is: Long Barn, Priston, Bath, BA2 9EE

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
Balance brought forward from previous year	£350.71
Received: Ward Councillor's Initiative Fund	£1,000
Received: To enable purchase of defibrillator	£3,380.52
Expenditure: Purchase of defibrillator	£3,380.52
Expenditure: Parish Council	£2,883
Balance carried forward to year 2010/2011:	
Ward Councillor's Initiative Fund	£1,000
Parish Council accounts	£790.76

Financial Year 2010/2011

Precept requested from District Council	£3,200
Balance brought forward from previous year	£790.76
Received: Balance of Defibrillator(PRIDE)a/c	£784.49
Total expenditure	£3,247.76
Balance carried forward to year 2011/2012:	
Ward Councillor's Initiative Fund	£1,000
Defibrillator (PRIDE) a/c	£1,257.96 Incl refunded VAT
Parish Council accounts	£778.88

Financial Year 2011/2012

Precept requested from District Council	£3,765
Balance brought forward from previous year:	
Ward Councillor's Initiative Fund	£1,000
Defibrillator (PRIDE) a/c	£1,257.96 Incl refunded VAT
Parish Council accounts	£778.88
Total expenditure	£5,323.29
Balance carried forward to year 2012/2013:	
Defibrillator (PRIDE) a/c	£1,238.96
Parish Council accounts	£346.40

Financial Year 2012/2013

Precept requested from District Council	£4,360
Balance brought forward from previous year:	
Defibrillator (PRIDE) a/c	£1,238.96 Incl refunded VAT
Parish Council accounts	£346.40

Total expenditure	£4,440.44
Balance carried forward to year 2013/2014:	
Defibrillator (PRIDE) A/C	£826.92
Parish Council accounts	£1,276.38

Financial Year 2013/2014

Precept requested from District Council	£4,800
Also received Council Tax Support Grant	£40
Balance brought forward from previous year:	
Defibrillator (PRIDE) a/c	£826.92 Incl refunded VAT
Parish Council accounts	£1,276.38
Total expenditure	£3,893.62
Balance carried forward to year 2014/2015:	
Defibrillator (PRIDE) A/C	£275.74
Parish Council accounts	£3,095.41

Financial Year 2014/2015

Precept requested from District Council	£5,460
Also received Council Tax Support Grant	£40
Balance brought forward from previous year:	
Defibrillator (PRIDE) a/c	£275.74 Incl refunded VAT
Parish Council accounts	£3,095.41
Total expenditure	£4,831.88
Balance carried forward to year 2015/2016:	
Defibrillator (PRIDE) A/C	£142.27
Parish Council accounts	£4,572.13

Financial Year 2015/2016

Balance carried forward	£4,572.13
Precept received from District Council	£6.210
Council Tax Support Grant	£20
Defibrillator donation	£2,295
Balance + Total Receipts	£13,148.06
Total Expenditure	£7,639.16
Balance	£5,742.81

All expenditure in excess of £500 is recorded in the Financial Ledger and in the Minute Book. A full typed version of the Minutes and the accounts for the completed financial years are published on the Priston Website.

Photocopies of the External Auditor's Annual Report Form and Internal Auditor's Report are available from the clerk on payment of photocopying charge of 10p 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 and published on the Priston Website.

All meetings are held on Mondays commencing 7.00pm.

Six meetings are held each year plus the Annual Parish meeting, the Annual General meeting and Extraordinary meetings to consider Planning Applications.

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 10p 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 – there have been no gifts or offers of hospitality involving Priston Parish Councillors.

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, litter bins, clocks, memorials and lighting; Bus shelters; Markets; Public conveniences; Agency agreements.

Louise Callan
Clerk
Priston Parish Council
11 August 2016