

# **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 1<sup>st</sup> January 2009.

**Details of “the Act” can be found on the ICO’s website [www.ico.gov.uk](http://www.ico.gov.uk).**

## **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](mailto:doug@pristonpattisons.force9.co.uk)

Robert Davies, Staddlestones, Priston BA2 9EE  
01761 479330: email [rdavies@cityengineering.com](mailto:rdavies@cityengineering.com)

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

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

Mrs Claire Lawton, 6 Summerlea, Priston BA2  
01761 470442: email [claire.lawton@hotmail.co.uk](mailto:claire.lawton@hotmail.co.uk)

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

John Whybrow, Barnstaples, Priston, BA2 9EH  
01761 470515: email [cinchley@globalnet.co.uk](mailto:cinchley@globalnet.co.uk)

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

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

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## **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

|   |                           |
|---|---------------------------|
| Precept requested from District Council     | £6,210                    |
| Also received Council Tax Support Grant     | £40                       |
| Balance brought forward from previous year: |                           |
| Defibrillator (PRIDE) a/c                   | £142.27 Incl refunded VAT |
| Parish Council accounts                     | £4,572.13                 |

#### Financial Year 2016/17

|   |        |
|---|--------|
| Precept received from BANES                 | £6,000 |
| Also received Council Tax Support Grant     | £30    |
| Ward Councillor's Initiative Fund           | £600   |
| Balance brought forward from previous year: | £5,743 |

#### Financial Year 2017/18

|   |        |
|---|--------|
| Precept received from BANES                 | £6,120 |
| Also received Council Tax Support Grant     | £10    |
| Balance brought forward from previous year: | £5,154 |

All expenditure is listed on the monthly Financial Report. Expenses in excess of £100 are listed separately. Minutes and the accounts for the completed financial years are maintained. These documents are available to view at [www.priston.org.uk](http://www.priston.org.uk).

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.

**Village Design Statement** – Prepared and accepted by B&NES as a supplementary planning document September 2018.

**Annual Report** – An annual report is presented at the Annual Parish Meeting and is available to view online [www.priston.org.uk](http://www.priston.org.uk) or in a paper format on request to the clerk.

**Quality Status** – Does not apply to Priston Parish Council.

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

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

Minutes are published on the Priston website.

Agendas are published on the Priston website 5 days before each meeting and paper copies placed on the Parish Council noticeboard.

All meetings are held on Mondays at 7.00pm.

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

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### **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).

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### **CLASS 6 – Lists and Registers**

Asset Register – A register of Priston Parish Council's assets is held by the Clerk, available on the Priston website.

Register of Members' Interests – the Register of Interests is published on the Priston website.

Register of Gifts and Hospitality – there have been no gifts or offers of hospitality involving Priston Parish Councillors.

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### **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**

**21/11/18**

Christine Hunt  
Clerk  
Priston Parish Council

1st January 2009 – 16th May 2016

Louise Callan  
Clerk  
Priston Parish Council  
May 2016 - present