

AVETON GIFFORD PARISH COUNCIL

FREEDOM OF INFORMATION POLICY (FOI) (adopted July 2020)

1. Publication Scheme

Under the Freedom of Information Act 2000 Aveton Gifford Parish Council (the Council) has examined the documents it holds and will make many of these available to the public.

The Council is responsible for the open spaces at the Rectory Lawn (including the tennis court), the QEII playing field and play park, Pittens Walk and the Jubilee Street car park, Timbers car park and parts of the foreshore adjoining the Avon and the moorings on the foreshore. It also owns the allotment field and operates the Community Swimming Pool under a lease granted by the Diocese of Exeter. It works with the community to deliver and/or campaign for the services needed in the parish. The mAGpie newsletter is supported financially by the Council and issued bi-monthly.

The Clerk is responsible for the FOI scheme and contact details are at Appendix A.

Information available is listed at Appendix B. This is based on the Model Scheme for Local Councils.

2. Availability of Information

- in person from the Clerk, Monday to Friday from 9am to 4pm;
- by post from the Clerk.
- the website: www.aveton-gifford.co.uk
- arrangements can be made with the RNIB to have text translated into Braille if required.

3. Charges for Information

There is no charge for the inspection of documents or for viewing the information. If copies are required the first ten pages will be free of charge but thereafter will be charged as follows:

- 10 pages or fewer free
- 11-20 £1.00, and 10p per page thereafter
- Postage the actual cost of Royal Mail 2nd class

4. Rights and Complaints

Any person has the right to receive the information listed in Annex B and, where in printed format the Council will try to provide it within ten working days.

A person unhappy with the way in which the Council has dealt with a request under the FOI should raise the matter in accordance with the Council's Complaints Procedure.

APPENDIX A: CONTACT DETAILS

The Clerk
22 Glebe Land
Aveton Gifford,
Kingsbridge TQ7 4LX
01548 559283
agpcclerk@gmail.com

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APPENDIX B: INFORMATION AVAILABLE FROM THE COUNCIL

Information to be published	How obtained
Class 1 -Who we are and what we do Organisational information and contacts	Hard copy and via website www.aveton-gifford.co.uk
Contact details for councillors and the Clerk	Names of Councillors on notice boards and website
Clerk's office and accessibility	notice boards www.aveton-gifford.co.uk
Class 2 — What we spend	
Current and previous financial year Annual return form and audit report Budget Precept Financial Standing Orders Grants given and received	Minutes Specific documents www.aveton-gifford.co.uk
List of current contracts awarded	
Class 3 — Priorities	
Strategies and audits, inspection	Minutes Specific documents www.aveton-gifford.co.uk
Class 4 Decision making and decisions	
Timetable of meetings	Minutes Notice boards and website
Agendas of meetings	
Minutes of meetings excluding confidential information	
Reports presented to council meetings	
Responses to consultation papers	
Responses to planning applications	
Class 5 — Policies and procedures	
Policies and procedures for the conduct of council business:	Specific documents www.aveton-gifford.co.uk
Class 6 — Lists and Registers	
Currently maintained lists and registers	Specific documents
Assets Register	Specific documents
Register of members' interests	Monitoring officer at SHDC
Class 7 — The services we offer	
Allotments through the Allotment Association	
Parks, playing fields and recreation equipment	
Benches and litter bins	
Bus shelter	
Car parking in Timbers and Jubilee Street	
Boat moorings on the foreshore	