

THORPE MANDEVILLE PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 (FOI) – POLICY AND PUBLICATION SCHEME

Responsible Officer: Maurice G. Cole, Parish Clerk
Dormer House, Banbury Lane, Thorpe Mandeville, Banbury, OX17 2HR
Tel: 01295 711042

MAIN POLICY

All requests for information should be addressed to the Responsible Officer (RO). The Council will endeavour to reply to enquiries quickly and no later than 20 working days after receiving the FOI request. The Responsible Officer will advise the enquirer if we hold and can supply the information. If we cannot give the information – for example, it may be “exempt” – then we will tell the enquirer why.

INFORMATION AVAILABLE:

METHOD OF PUBLICATION:

COUNCIL PRACTICE AND PROCEDURES

Council agendas and minutes

Agendas are posted on the roadside notice boards on the Three Conies Inn and the village hall.

They are also on the Parish Council website:
www.thorpemandevillepc.org.uk
(referred to as ‘the PC website’ below.)
Minutes are on the PC website.

Standing Orders,
Information regarding Councillors’ including
their Code of Conduct
Report to Annual Parish Meeting

) These are all available on the PC website
)
)

Registers of Councillors’ Interests

Available within the APM minutes on the PC website
Contact the Monitoring Officer, South Northants Council, (SNC) Electoral Services department

FINANCIAL

The annual precept figure
Annual budget in summary form
Payments made to contractors & suppliers
Annual accounts & annual return
Financial Regulations / Risk Assessment

) Available on the PC website
)
See Council minutes above
) Available on the PC website
)

PLANNING

Current applications can be accessed on the Parish council’s website (see above). Full details can be inspected at the SNC, the planning authority, or on its website

PARISH REGISTERS

Baptisms, weddings and burials

These records are not the responsibility of the Council. Please contact the current rector or churchwardens as shown on the church notice board
Contact the SNC

PERIODIC ELECTORAL REVIEW

EMPLOYMENT

Terms & conditions & job description

Please contact the RO

CHARGING POLICY

Information shown to be available on the Parish Council website can also be obtained by contacting the Responsible Officer who will provide access to the information free of charge. Information that can be copied without breaking copyright can be copied by the Responsible Officer at the cost of 10p per A4 sheet plus any direct package & postage cost.

This policy was approved by Thorpe Mandeville Parish Council on 26 September 2011 and amended on 26 September 2016 and 22 May 2017.