

HUTTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT - PARISH PUBLICATION SCHEME GENERAL

INFORMATION

Parish Address:	Hutton Parish Council Hutton Village Hall 60 Church Lane Hutton North Somerset. BS24 9SN Telephone Number 01934 813871
Council Office:	The Village Hall, Main Road, Hutton
E-Mail	clerk@huttonsomerset.org.uk
Website	www.huttonsomerset.org.uk
Clerk to the Council:	Bruce Poole BA(Hons) FSLCC MMC Hutton Parish Council, Hutton Village Hall, 60 Church Lane, Hutton, North Somerset. BS24 9SN
Responsible Finance Officer:	The Clerk
Office Hours:	10.00 to 16.00 - Tuesdays in the PC Office. Alternatively 07887802922

PARISH COUNCILLORS

Marion CUTHBERT		mcuthbert@huttonsomerset.org.uk
Marie DUNKELY	07756693671	mariedubnkley@huttonsomerset.org.uk
Peter DUTTON (C)	01934 782538	putton@huttonsomerset.org.uk
Lou EDDINS		
Sue FELTS		
Ben GROOM	01934 782538	bgroom@huttonsomerset.org.uk
Terry PORTER	01934 813399	tporter@huttonsomerset.org.uk
Andrew SILLS		
Barrie SWANN		

DISTRICT COUNCILLORS

Terry PORTER	Wood View, 15A Moorcroft Road, Hutton, BS24 9RW - 01934 813399
Mike SOLOMON	11 Totterdown Lane, Weston super Mare, BS24 9LU - 01934 811986

STAFF ESTABLISHMENT

1 x Clerk to the Council
4 x Village Orderlies
1 x Churchyard Orderly
2 x Handyman (also employed as orderlies)

FINANCIAL INFORMATION	Method of Publication	Cost
Annual Budget details		
Precept figure		
Payments made to Contractors etc	Can be inspected by appointment with the Clerk	£10 plus 20p per page charge
Annual Audit return		
Financial Regulations		
VAT Records		

COUNCIL PUBLICATIONS

Parish Plan	Hard copy	£10
	Copy issued to all households in parish	No charge

DECISION MAKING

Timetable of meetings	Published on the Council Website	No charge
Agendas and Minutes of Meetings held	Parish Council meetings and Planning Committee meetings are posted on the Main notice board outside the School as well as on the Council Website	No charge
Reports of meetings	Hard copy	£10 plus 20p per page charge
Responses on Planning Apps and consultation papers	Hard copy	£10 plus 20p Per page charge

POLICIES & PROCEDURES

Standing Orders	Hard copy	£10
Code of Conduct	Hard copy	£10
Freedom of Information	Published on the Council Website	No charge
Risk Assessment	Hard copy	£10
Health & Safety Policy	Hard copy	£10
Staff Discipline & Grievance Procedures	Hard copy	£10

LISTS & REGISTERS

Asset Register	Hard copy	£10
Register of Members Interests	Hard copy	£10
	On the website and on NSC Website	No Charge
Tenancy Agreements	Hard Copy	£10

SERVICES PROVIDED

Allotments		
Playing fields & Children's Play Area		
Dog & Litter Bins	Details available from the Clerk	No charge
Bus Shelters		

ADDITIONAL INFORMATION

In the case of information being requested that has not been included in this schedule contact should be made with the Clerk in writing at the Parish Council office or via the "contact us" page on the Hutton PC website.