

CATCOTT PARISH COUNCIL

Clerk: Mrs Julia Marshall
Evergreen
School Lane
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Somerset. TA7 9LT



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The Information Commissioner has confirmed acceptability of the Council's Freedom of Information policy which is as follows:

- i. That the Council adopt the core classes only;
- ii. That requests for information are submitted in writing to the Clerk;
- iii. That no members of the public should call at the Clerk's house as the Council's insurance does not cover this;
- iv. That information be supplied either by photocopies in the post, electronically, or shown to members of the public, preferably immediately before or immediately after a Council meeting, in the hall with at least one councillor present as a safeguard;
- v. That a charge of 10p/photocopy be made;
- vi. That a charge for the clerk's time be made. The charge for the Clerk's time to be based on the Clerk's hourly rate of pay,
- vii. Charges can be waived at the Chairman's/Clerk's discretion.
- viii. That costs of postage and packing, telephone or Clerk's travelling be made as appropriate.

Julia Marshall

Clerk to Catcott Parish Council

26 February 2003