

Disclosure Log for Freedom of Information (FOI) requests

Date of FOI request	Request	Response
22 8 23	Detailed report from the auditor including any notes	Please note this information, including the authors findings and recommendations is reasonably accessible via the website
7 9 23	Could you provide the lists please?	<p>The information you have requested has been published on the website. In addition, lots of information about documentation is also provided in the practitioners guide.</p> <p>A link to this guide plus a list of the documents the auditor requested regarding the audit was posted on the Parish Council Facebook Page. Please advise if you have difficulty accessing this.</p> <p>I have attached a copy of the final audit report for your perusal, this also documents the information requested by the internal auditor.</p> <p>Kelbrook and Sough Parish Council, use every opportunity to assess and improve communication, to be open and share the full story. Please could you advise if you found the documentation posted on the website regarding the Internal Audit difficult to find or difficult to understand and we can use this to improve our processes. All our policies are currently being reviewed to ensure they are up to date and reflect current guidelines and legislation.</p>
22 8 23	A list of documents made available and provided to the internal auditor	This information is documented and available in the Internal Audit Report Year ending 2023
22 8 23	Record of the meeting with the auditor	Any meetings with the auditor were conducted face to face and before my tenure therefore there are no notes or minutes available

22 8 23	Criteria used in making judgements	The criteria, testing, comments and recommendations can be found within the auditors report
28 8 23	What were the reasons behind removing Councillors email addresses from the website?	No recorded documentation available
28 8 23	How did the decision come about?	No recorded documentation available, however, the recommendation from LALC is that only clerk emails addresses are on website
28 8 23	Please provide a copy of all email/ electronic correspondence between Councillors regarding this subject.	No recorded documentation available
28 8 23	Please provide a copy of all email/ electronic correspondence between Councillors and the Clerk regarding this subject.	No recorded documentation available
28 8 23	Please provide evidence of when and where the resolution was discussed and documented.	No recorded documentation available
28 8 23	Please confirm as to whether Councillors currently communicate on Parish Council Business via email, Whatsapp, Messenger or any other form of electronic communication? And if so, are the emails official PC emails accounts or private accounts?	Parish Councillors only use their official parish council email addresses to communicate Parish Council business in accordance with the e-mail policy
28 8 23	What processes were followed to make the decision to paint the Bus Stops?	This can be found on the agenda on 13/6/23 and 11/7/23
28 8 23	How much did it cost the PC to paint the Bus Stops?	No final costing available yet, in the region of £150 per day - £300 - £450 per shelter
28 8 23	How many quotes were requested by the PC and from whom?	As per policy 3 quotes were received. The evidence is held by the Clerk. Please see notes below**
28 8 23	When was the resolution made with regards to the above and where is it documented?	It is documented in the maintenance budget
28 8 23	How much public money has/was spent/committed on plants?	£500 was committed to the planting. This was documented within the minutes of the meeting on 13th June 2023

28 8 23	How much public money was spent on planters?	£356 currently spent including £40 spent on planters and £40 for the soil.
28 8 23	How many quotes were obtained for the above and please provide the evidence.	3 quotes were obtained. The evidence is held by the clerk. Please see notes below**
28 8 23	When was the resolution made with regards to any committed spend and where is this documented?	Agreed at a meeting held on 13/6/23
28 8 23	Please provide a copy of the plant/planter maintenance policy.	No policy exists. We are in the process of linking a maintenance plan to the asset register. This will be available to view on the website.
28 8 23	Has the PC donated any monies to any organisations since May election?	Yes
28 8 23	If so, how much, to whom and when was it resolved and documented?	£500 was committed to Kelbrook lunch club
28 8 23	If any money has been awarded was the Grants and Donations Policy followed?	The policy was followed.
28 8 23	Has any organisations requested grant funding from the PC since the May election?	None
28 8 23	If so, how much and from whom?	N/A
28 8 23	Does the PC have a process in place to respond to planning applications within the required legal timescale?	The process followed - the planning application is received by the clerk. The clerk determines if the timescales for response is prior to the next parish council meeting. If so, the clerk informs all the councillors by email of the planning matter. An informal meeting is called if the matter requires a response before the next meeting. The Chair then sends the response to the planning department. If the next parish council meeting is before the timescale it is added to the agenda and the response is sent to the planning department by the clerk following the meeting.
28 8 23	If so please provide evidence of said process.	As above

28 8 23	<p>The KSPC Publication scheme has been recently altered, can you please advise</p> <ol style="list-style-type: none"> 1. what has been altered, 2. by whom and 3. provide documentation of when it was discussed and resolved/approved by Council? 	<ol style="list-style-type: none"> 1. The policy was an update to include the name of the clerk. 2. It was amended by the Chair 3. This does not require discussion as it is a necessary update
28 8 23	<p>I requested a list of documents requested by the auditor and list of what documents were provided.</p> <p>You state “<i>this information is documented within the Internal Audit Report (Year ending 31 March 2023)</i>”</p> <p>Could you provide the lists please?</p>	<p>The information you have requested has been published on the website. In addition, lots of information about documentation is also provided in the practitioners guide.</p> <p>A link to this guide plus a list of the documents the auditor requested regarding the audit was posted Parish Council Facebook Page. Please advise if you have difficulty accessing this.</p> <p>I have attached a copy of the final audit report for your perusal, this documents the information requested by the internal auditor.</p> <p>Kelbrook and Sough Parish Council, use every opportunity to assess and improve communication, to be open and share the full story.</p> <p>Please could you advise if you found the documentation posted on the website regarding the Internal Audit difficult to find or difficult to understand and we can use this to improve our processes. All our policies are currently being reviewed to ensure they are up to date and reflect current guidelines and legislation.</p>

<p>07.09.2023</p>	<p>I requested any other notes, documents, correspondence between auditor and councillors and between councillors appertaining to the internal unit and its results.</p> <p>You appear to have overlooked this part of the FOI request but state <i>“Any meeting with the auditor were conducted face to face and before my tenure therefore there are no notes or minutes available.”</i></p> <p>Whilst I appreciate this was before your tenure. Are you confirming that there is no documentation recorded anywhere, electronic or otherwise, between any Parish Councillor and the Auditor and the same between individual Councillors on the subject matter of Internal Audit?</p> <p>If not could you please provide as per my request?</p>	<p>I have receipt of correspondence between the Chairs and the Auditor. At present we have contacted the auditor for permission to share the emails, it is my understanding that this is covered by a confidentiality agreement. If this is not forthcoming within the next few days I will see if there is an approval from the auditor to redact appropriately and send the correspondence. I am in contact with the ICO for clarification.</p> <p>I can confirm that there is no recorded documentation between the current Cllrs with the exception of the Kelbrook and Sough Parish Council Meetings. The minutes of the last meeting are in draft form and waiting to be approved at the meeting On Tuesday 12th September.</p> <p>I assure you I will be in contact as soon as I have a reply.</p>
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14.09.2023	Follow up from FOI request for documentation as detailed above	<p>Following from our last correspondence on 7th September I am in a position to update you with regards to the following -</p> <p><i>I have receipt of correspondence between the Chairs and the Auditor. At present we have contacted the auditor for permission to share the emails, it is my understanding that this is covered by a confidentiality agreement. If this is not forthcoming within the next few days I will see if there is an approval from the auditor to redact appropriately and send the correspondence. I am in contact with the ICO for clarification.</i></p> <p>The Auditor has been contacted and has advised there is a confidentiality agreement in place, however, on this occasion an agreement has been reached whereby Kelbrook and Sough Parish Council can forward the requested information to yourself once it has been redacted.</p> <p>I can confirm that the redactions have been made and the information is now available to you. In addition I have looked at every individual email contained in the clerk@kelbrookandsoughparishcouncil.org.uk e-mails by previous clerks going back to 2020.</p> <p>I further confirm that every email has been read by me and all the relevant emails to and from internal and external auditor have been copied. This includes any emails in the clerk@kelbrookandsoughparishcouncil.org.uk account the previous clerks were copied into by any councillors.</p>
15.09 2023	Can you forward the documented maintenance budget	As per discussion at the Parish Council meeting in September, the maintenance budget will be available to view on the Kelbrook and Sough Parish Council website on completion

18.09.2023	<p>You state that: “Parish Councillors only use their official parish council email addresses to communicate Parish Council business in accordance with the e-mail policy” Can you forward the official email addresses that Councillors use please.</p>	<p>The official email addresses that the Parish Councillors use is shown in the following document “How to contact your councillors” available on the Kelbrook and Sough Parish Council website</p>
	<p>clarification from the Information Commissioners Office ICO</p>	<p>** Section 43(2) exempts information whose disclosure would, or would be likely to, prejudice the commercial interests of any legal person (an individual, a company, the public authority itself or any other legal entity).</p>