

BERMUDA GOVERNMENT NON-MINISTRY

Public Access to Information Information Statement

Name of Public Authority: St. George's Parish Council

Introduction:

The St. George's Parish Council has a legal duty under the Public Access to Information Act 2010, to maintain and update annually an Information Statement. This will facilitate easy access to information by the public and increase the accountability and transparency of the Parish Council, which will endeavor to proactively publish as much information as possible.

Overview of the Public Access to Information Act 2010 (PATI)

The purpose of PATI is to:-

- Give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others.
- Increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities.
- Increase the accountability of public authorities.
- Inform the public about the activities of public authorities, including the manner in which they make decisions.
- Have more information placed in the public domain as a matter of course.

The purpose of this Information Statement is to provide interested parties information about (i) the structure, functions and programs of the St. George's Parish Council, (ii) the types of records help by the St. George's Parish Council and (iii) how they can access this information.

Section A: Structure, Organization and Legislation [s5(1)a]

The St. George's Parish Council has twelve (12) persons who are appointed by the Governor on advice from the Minister of Youth, Culture and Sports (has an administrative responsibility for the Parish Councils) to sit on the Council. Members serving on the Council namely:-

Dr. Amne Foggo, Chairperson

Brandi Bassett, Relief Secretary

Keitha Caines

Anthony Howell, Secretary

Jari Ming

Terlena Murphy

Michelle Nearon Richardson

Dean Parris

Kleita Pitcher

Brian Richardson

Roseanne Tucker

Nicole Walker, Treasurer

The St. George's Parish Council generally holds their monthly meetings on the third Wednesday of the month at 7pm. Meetings are held at the St. George's Community Centre, Old Military Road, St. Geoerge's GE05.

Contact information

e-mail address: StGeo.Parish.Council@gmail.com postal address: P.O. Box GE 267, St. George's GEBX

Legislation

Parish Councils Act 1971

Section B: 1) Functions, Powers and Duties of the Authority [s5(1)b]

Under the Parish Council Act the St. George's Parish Council has the following functions:-

- to bring to the attention of the Minister any matters affecting the general welfare of residents in the Parish;
- to consider and advise on any matters which may be referred to the Parish Council by the Minister;
- subject to the general direction and control of the Minister, to provide and maintain places of recreation and recreational facilities, to preserve and improve the general amenities of the Parish and generally to promote the well-being of residents in the Parish;
- to hold in trust for the residents of the Parish the parochial funds and other property transferred to the Parish Council in pursuance of the First Schedule and to employ the same for the purposes of paragraph (d) in such manner as the Council may, subject to that paragraph, determine;
- to maintain and administer the property known as the St. George's Parish rest home;
- to maintain the parish records transferred to the Parish Council in pursuance of paragraph 9 of the First Schedule; and
- to give effect to any directions given by the Minister under section 6.

Mission

To improve the quality of life of all residents in the Parish of St. George.

Section B: 2) Obligations under Public Access to Information Act [s5(1)b]

- To provide an information statement for the public and promulgate it [s5],
- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To respond to information requests in a timely manner [s12-16].
- To track information requests, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9].
- To amend personal information held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19].
- To conduct an **internal review** if formally requested [part 5].
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required.
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
- To do anything else as required under the PATI Act and subsequent Regulations [s59, 60], including:
 - Fees for requests for information
 - Management and maintenance of records
 - Procedures for administering the Act.
- To train staff and make arrangements so as to facilitate compliance with the Act [s61].
- To designate one of its officers to be the person to whom requests are directed [s62].

Section C: Services and Programmes [s5(1)c]

Programmes/Initiatives:

- Scholarship programme.
- Host various feeding programmes throughout the year usually around the festive season i.e. Easter and Christmas.
- Distribute gift vouchers to seniors residing in St. George's Parish to assist them with their electric bills, groceries and medication.
- Host events in the Parish such as a pre-father's day breakfast and a Seniors Tea.
- Host Keep Bermuda Beautiful community clean up days.
- Fundraising events throughout the year i.e. Wine Tasting.
- Operate a Water Stand for Bermuda Day ½ Marathon Derby.

Section D: Records and Documents Held [s5(1)d]

Records held by the St. George's Parish Council are as follows:

- Minutes of meetings
- Annual financial statements
- Leases

Minutes are circulated to all Members of the Council and are retained by the Secretary.

Section E: Administration (all public access) Manuals [s5(1)e]

Currently there are no administration manuals.

Section F: Decision-making documents [s5(1)f]

The St. George's Parish Council is presently guided by the Parish Councils Act 1971.

Section G: The Information Officer [s5(1)g]

The Information Officer for the St. George's Parish Council is Kleita Pitcher.

Ms. Pitcher's contact information is:

Telephone: (441) 294-9779 Email: krpitcher@gov.bm

Section H: Any Other Information [s5(1)h]

- The St. George's Parish Council owns the property situated at 18 Secretary Road, Town of St. George GE 03, formerly the St. George's Parish Rest Home.
 - Portions of this building are leased as a carpentry workshop and business space that is to be renovated by the Lessee.
- Fees paid to Members for attending monthly meetings:-
 - Chairperson \$100 per meeting
 - General Member \$50 per meeting

Section I: Any Other Information to be Provided [s5(1)i]

N/A

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]: Date Information Statement was updated: 8th December 2020.

Locations of Information Statement

Copies of this Information Statement are available at the following locations:

| • | Your principal office: there is no principal office | Y/N |
|---|--|-----|
| • | The Bermuda National Library | Y/N |
| • | The Bermuda Archives | Y/N |
| • | Available electronically | Y/N |
| • | Currently the Council's website is being updated | Y/N |
| • | Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N | |
| • | With the Information Commissioner | Y/N |
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Sign and Date: \