



GOVERNMENT OF BERMUDA

MINISTRY OF PUBLIC WORKS

PATI Information Statement

Name of Public Authority: HAMILTON PARISH COUNCIL

<http://www.hamiltonparish.bm/>

Introduction:

Overview of Public Access to Information Act 2010.

The purpose of the Public Access to Information Act (PATI) 2010 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.

In summary the purpose of the **Hamilton Parish Council** information statement is to provide people wanting access to information held by a public authority a 'window' of the types of documents held by that public authority, what that public authority does and how a person can access the information they require.

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

The structure is one body of 12 persons, listed as follows:

Richard Winchell - Chair
Susan Paynter - Deputy Chair
Patricia Richardson – Treasurer
Stanley Williams – Maintenance
Jane Bielby – Secretary
Laverne Richardson
Sandra Butterfield

**Peter Barrett
Randolf Smith
Robin Gilbert
Traci Burgess
Letia Outerbridge**

Mailing address:
Hamilton Parish Council
P. O. Box CR 429
Crawl, CR BX Bermuda

Phone (441) 293-2263

The Hamilton Parish Council does not have an office. The council meets at various locations dependant on availability in the Parish on a regular basis. For 2013, the HPC has been meeting monthly. Our minutes are located on our website. <http://www.hamiltonparish.bm/>

Legislation

PARISH COUNCILS ACT 1971

Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

Today's Parish Councils

The parish councils we see today are corporate bodies which enable them to hold and dispose of property and to enter into contracts for the benefit and welfare of those in the parish. The twelve member councils are appointed by government and each member agrees to volunteer their time to serve. They must hold Bermuda status and reside within the parish concerned. Parish councils are led by a Chairman who is appointed by government from amongst the council members. The councils are obliged to have at least one general meeting every three months. These meetings are not open to the public, but at least one public meeting must be convened annually. Today's Parish Councils are also subject to the PATI Act 2010, and as such are required to disclose any and all information as directed by the government.

The Hamilton Parish Council members currently meets monthly and during these meetings arrive at a consensus as to how best to prioritise duties that the Council can carry out in the parish.

Please see this website to learn more about the Hamilton Parish Council:
<http://www.hamiltonparish.bm/>

Section B: 2) Obligations under PATI 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 Programs [s5(1)c]

Services:

The primary function of the Hamilton Parish Council is to help the economic disadvantaged.

The HPC also:

- Advises government on matters affecting the general welfare of those living in the parish;
- As needed, acquire, hold and dispose of property in the parish for the ultimate purpose of helping the economic disadvantaged;
- Listens and addresses the concerns raised by those in the community;
- Assists with the preservation and enhancement of the general amenities of the parish;

The HPC owns and manages a small Cottage located at #11 Radnor Road. The cottage is currently held by the HPC as a rental property. There exists a tenancy agreement and a mortgage agreement between the HPC and the Bermuda Housing Corporation (BHC) which serves as a stable administrative arm for the HPC. Rent is therefore is paid to the HPC via the BHC. The upkeep of the cottage is a responsibility of the HPC.

Programs:

Recently the HPC launched a new scholarship program. Its success requires the input and financial support of the residents of Hamilton Parish. Individuals, business and other organizations are invited to create scholarships, of any kind. Each donor decides how their scholarship will be titled. Some donors may want to create scholarships in their name, or choose to remember someone who has touched their lives by creating a memorial or honor scholarship. Memorial or honor scholarships may be funded annually or through an endowment.

The scholarship program is administered by the Hamilton Parish Council on a volunteer basis. Please see our website at:
<http://www.hamiltonparish.bm/>

Section D: Records and documents held [s5(1)d]

Contained in the Hamilton Parish Council's (HPC) filing cabinet:
Ring Binder containing:
 HPC Financial Statements
 Bank statements
 Financial Records

Insurance documents
Land Tax bills
Various invoices (see financials)
Correspondence related to #11 Radnor Road
Audit reports 2006 to 2012 inclusive.

All of our documents are scanned and placed in our Library which is located in our website: <http://www.hamiltonparish.bm/>

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

There are no "administration manuals". The Hamilton Parish Council meets on a monthly basis to discuss matters of the Parish. At these meetings various decisions are made and, as and when necessary, individual members or a committee of members act/acts on the decisions made at the meetings.

There is a document which details the rules of the scholarship program and it is called "The Hamilton Parish Scholarship Program".

Section F: Decision-making documents [s5(1)f] - a description of the policies, rules and guidelines used by the authority to make decisions or recommendations in respect to any person;

The rules governing the operations of the Hamilton Parish Council are detailed in the 1971 Parish Councils Act. The rules surrounding the scholarship program adopted by the Hamilton Parish Council are detailed in "The Hamilton Parish Scholarship Program". Both of these decision making documents are located on the website: <http://www.hamiltonparish.bm/>

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

Mr. Richard Winchell – Chairman of the Hamilton Parish Council

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

Further information available on the Hamilton Parish website:

<http://www.hamiltonparish.bm/>

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

No other information.

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:

November 25th 2013

Locations of Information Statement:

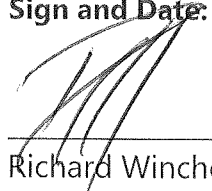
Confirm copies of Information Statement are available at the following sites:

Your principal office: (NONE) C/O Mr. Richard Winchell, Chairman.	N
The Bermuda National Library;	N
The Bermuda Archives;	N
Available electronically,	Y
Website for public authority: see→ http://www.hamiltonparish.bm/	Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? N
With the Information Commissioner. N

Sign and Date:

17/2/2014


Richard Winchell – Chairman