

Information available from Allington Parish Council

under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) (This will be current information only)	Website	Free
Who's who on the Council	Hard Copy – contact Clerk	10p per page + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Village Notice Boards Hard Copy – contact Clerk	Free Free 10p per page + postage
Location of main Council office and accessibility details	Website & Village Notice Boards	Free
Staffing structure		

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Monthly Parish Council meetings	Free
Annual return form and report by auditor	Contact Clerk	10p per page + postage
Finalised budget	Contact Clerk	10p per page + postage
Precept	Contact Clerk	10p per page + postage
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy – contact Clerk	10p per page + postage
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	10p per page + postage
Members' allowances and expenses	Hard Copy – contact Clerk	10p per page + postage

Class 3 – What our priorities are and how we are doing	Hard Copy – contact Clerk	10p per page + postage
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(Strategies and plans, performance indicators, audits, inspections and reviews)	(some information may only be available by inspection)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free 10p per page + postage
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard Copy – contact Clerk	Free 10p per page + postage
Timetable of meetings (Council meetings and parish meetings)	Website Hard Copy – contact Clerk	Free 10p per page + postage
Agendas of meetings (as above)	Website Hard Copy – contact Clerk	Free 10p per page + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	Free 10p per page + postage
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p per page + postage
Responses to consultation papers	Hard Copy – contact Clerk	10p per page + postage
Responses to planning applications	Hard Copy – contact Clerk	10p per page + postage
Bye-laws		

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:	Hard Copy – contact Clerk	10p per page + postage

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – contact Clerk	10p per page + postage
Information security policy		
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	10p per page + postage
Data protection policies		
Schedule of charges (for the publication of information)	Hard Copy – contact Clerk	10p per page + postage

Class 6 – Lists and Registers	Contact Clerk (information may only be available by inspection)	Free
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Contact Clerk (information may only be available by inspection)	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy – contact Clerk	10p per page + postage
Register of members' interests	Hard Copy – contact Clerk	10p per page + postage
Register of gifts and hospitality	Hard Copy – contact Clerk	10p per page + postage

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and		
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newsletters produced for the public and businesses)		
Allotments		
Burial grounds and closed churchyards	Contact Clerk (information may only be available by inspection)	Free
Community centres and village halls		
Parks, playing fields and recreational facilities	Contact Clerk (information may only be available by inspection)	Free
Seating, litter bins, clocks, memorials and lighting	Contact Clerk (information may only be available by inspection)	Free
Bus shelters	Contact Clerk (information may only be available by inspection)	Free
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy – contact Clerk	10p per page + postage

Contact details:

Mrs C Goodenough
Clerk to Allington & Boscombe Parish Council
11 Wyndham Lane
Allington
Salisbury
Wilts SP4 0BY

SCHEDULE OF CHARGES – This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class + cost of envelope unless SAE enclosed with request.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

More information is available at <http://www.ico.gov.uk/Home/what we cover/freedom of information.aspx>