

**ALDERBURY PARISH COUNCIL**

**FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME Reviewed 13/05/2024**

# Information available from Alderbury Parish Council under the Information Commissioner’s 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  N.B. Councils should already be publishing as much information as possible about how they can be contacted.  | Website  | Free  |
| Who’s who on the Council  | Website  | Free  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website  | Free  |
| Location of main Council office and accessibility details  | Website  | Free  |
|   |   |   |
| **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  | Website  | Free  |
| Annual return form and report by auditor  | Website  | Free  |
| Finalised budget  | Website  | Free  |
| Precept  | Website  | Free  |
| Borrowing Approval letter  | Website  | Free  |
| Financial Standing Orders and Regulations  | Website  | Free  |
| Grants given and received  | Website/minutes  | Free  |
| List of current contracts awarded and value of contract  | Website/minutes  | Free  |
| Members’ allowances and expenses  | Website/minutes  | Free  |

|  |  |  |
| --- | --- | --- |
| **Class 3 – What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)  | Website  | Free  |
| Parish Plan (current and previous year as a minimum)  | Not extant  | Free  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Website  | Free  |
| Quality status  | Not extant  | Free  |
| Local charters drawn up in accordance with DCLG guidelines  | Not extant  | Free  |
|   |   |   |
| **Class 4 – How we make decisions** (Decision making processes and records of decisions)  - Current and previous council year as a minimum  | Website  | Free  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Website  | Free  |
| Agendas of meetings  | Website  | Free  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | Website  | Free  |
| Responses to consultation papers  | Website/minutes  | Free  |
| Responses to planning applications  | Website/minutes  | Free  |
| Bye-laws  | Hard copy  | 10p per sheet  |

|  |  |  |
| --- | --- | --- |
|   |   |   |
| **Class 5 – Our policies and procedures** (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only  | Website  | Free  |
| Policies and procedures for the conduct of council business:  Standing orders Code of Conduct Policy statements   | Website  | Free  |
| 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
* Policies and procedures for handling requests for information
* Complaints procedures (including those covering requests for information and operating the publication scheme)

  | Website  | Free  |
| Records management policies (records retention, destruction and archive)  | Website  | Free  |
| Data protection policies  | Website  | Free  |
| Schedule of charges for the publication of information | Website  | Free  |

|  |  |  |
| --- | --- | --- |
|   |   |   |
| **Class 6 – Lists and Registers** Currently maintained lists and registers only   | Website  | Free  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)  | Website  | Free  |
| Assets Register  | Website  | Free  |
| Register of members’ interests  | WC website link  | Free  |
| Register of gifts and hospitality  | Hard copy  | Free  |
|   |   |   |
| **Class 7 – The services we offer** (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  - Current information only  | Website  | Free  |
| Parks, playing fields and recreational facilities  | Website  | Free  |
| Seating  | Website  | Free  |
| Bus shelters  | Website  | Free  |
| Agency agreements  | None extant  | Free  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | Website  | Free  |
|   |   |   |
| **Additional Information**  |   |   |
| Schedule of fees and charges  | Website  | Free  |
| Terms and conditions of hire of facilities – Recreation Ground  | Website  | Free  |
| Neighbourhood plan documents  | Not extant  | Free  |

**Contact details:**

The following information can be obtained by contacting the Parish Clerk, Alderbury Parish Council, PO BOX 2366, Salisbury, SP2 2NY. clerk@alderburyparishcouncil.gov.uk [www.alderburyparishcouncil.gov.uk](http://www.alderburyparishcouncil.gov.uk/)

# 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 @ 20p per sheet (colour)  | Actual cost  |
|   |   |   |
|   | Postage  | Actual cost of Royal Mail standard 2nd class  |
|   |   |   |
| **Statutory Fee**  |   | In accordance with the relevant legislation (quote the actual statute)  |

\* the actual cost incurred by the public authority