

**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

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| **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 |
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| **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 |

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| **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 |
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| **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 |

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| **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 |

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| **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 |
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| **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 |
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| **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.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 20p per sheet (colour) | Actual cost |
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|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority