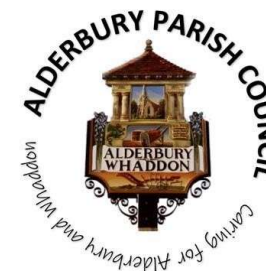


ALDERBURY PARISH COUNCIL
FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME



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 | | |
| 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 | | |
| Annual return form and report by auditor | Website | Free |
| Finalised budget | Website | Free |
| Precept | Website | Free |
| Borrowing Approval letter | Website | Free |
| Financial 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) | | |
| Forward Plan | website | Free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website | Free |
| | | Free |
| | | Free |
| | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) - Current and previous council year as a minimum | | |
| 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 |
| Reports presented to Council meetings – 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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|---|---------|------|
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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 | | |
| 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: <ul style="list-style-type: none"> Internal policies relating to the delivery of services 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 | | |
| 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) <ul style="list-style-type: none"> Current information only | | |
| Parks, playing fields and recreational facilities | Website | Free |
| Seating | Website | Free |
| Bus shelters | Website | Free |
| Communication with residents through the website, Facebook and The Fountain | | |
| Burial ground regulations and fees | Website | 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

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 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |

* the actual cost incurred by the public authority