

Information available from Christian Malford Parish Council Publication Scheme (Freedom of Information) – Adopted May 2018 (v1.0)

Information to be published	How to obtain information	Cost
Class1 - Who we are and what we do		
Organisational information, structures, locations and contacts <i>This is current information only</i>	Hard copy/email from the clerk Parish council website	See costs schedule below
Who's who on the Council	Hard copy/email from the clerk Parish council website	See costs schedule below
Contact details for Parish Clerk and Council members (<i>named contacts where possible with telephone number and email address</i>)	Hard copy/email from the clerk Parish council website	See costs schedule below
Class 2 – What we spend and how we spend it		
<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</i>		
Current and previous financial year as a minimum	Hard copy/email from the clerk Parish council website	See costs schedule below
Annual return form and report by auditor	Hard copy/email from the clerk Parish council website	See costs schedule below
Finalised budget	Hard copy/email from the clerk Parish council website	See costs schedule below
Precept	Hard copy/email from the clerk Parish council website	See costs schedule below
Financial Standing Orders and Regulations	Hard copy/email from the clerk Parish council website	See costs schedule below
Grants given and received	Hard copy/email from the clerk Parish council website	See costs schedule below
List of current contracts awarded and value of contract	Hard copy/email from the clerk	See costs schedule below
Members' allowances and expenses	Hard copy/email from the clerk Parish council website	See costs schedule below

Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy/email from the clerk Parish council website	See costs schedule below
Parish Plan (<i>current and previous year as a minimum</i>)	Hard copy/email from the clerk Parish council website	See costs schedule below
Annual Report to Parish Meeting (<i>current and previous year as a minimum</i>)	Hard copy/email from the clerk Parish council website	See costs schedule below
Quality status	No application	
Local charters drawn up in accordance with DCLG guidelines	None in place	
Class 4 – How we make decisions (<i>Decision making processes and records of decisions</i>)		
Current and previous council year as a minimum	Hard copy/email from the clerk Parish council website	See costs schedule below
Timetable of meetings	Hard copy/email from the clerk Parish council website	See costs schedule below
Agendas of meetings	Hard copy/email from the clerk Parish council website	See costs schedule below
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/email from the clerk Parish council website	See costs schedule below
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/email from the clerk	See costs schedule below
Responses to consultation papers	Hard copy/email from the clerk Parish council website	See costs schedule below
Responses to planning applications	Hard copy/email from the clerk Parish council website	See costs schedule below
Bye-laws	None	

Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)	Hard copy/email from the clerk Parish council website	See costs schedule below
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural Standing Orders • Financial Regulations • Code of Conduct • Policy statements 	Hard copy/email from the clerk Parish council website	See costs schedule below
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 • 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/email from the clerk Parish council website	See costs schedule below
Information security policy	Hard copy/email from the clerk Parish council website	See costs schedule below
Records management policies (records retention, destruction and archive)	Hard copy/email from the clerk Parish council website	See costs schedule below
Data protection policies	Hard copy/email from the clerk Parish council website	See costs schedule below
Schedule of charges (for the publication of information)	See costs schedule below	

Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy or website (some information may only be available by inspection)	See costs schedule below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy/email from the clerk	See costs schedule below
Assets register	Hard copy/email from the clerk Parish council website	See costs schedule below
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)	Wiltshire Council website	n/a
Register of members' interests	Wiltshire Council website	n/a
Register of gifts and hospitality	Hard copy/email from the clerk	See costs schedule below
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Allotments	Hard copy/email from the clerk Parish council website	See costs schedule below
Burial ground and closed churchyard	Hard copy/email from the clerk Parish council website	See costs schedule below
Parks, playing fields and recreational facilities	Hard copy/email from the clerk Parish council website	See costs schedule below
Seating, litter bins and memorial	Hard copy/email from the clerk Parish council website	See costs schedule below
Bus shelter	Hard copy/email from the clerk Parish council website	See costs schedule below
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/email from the clerk Parish council website	See costs schedule below

Additional Information		
Information that is not itemised in the lists above	None	n/a

Contact details:

Linda Bragg
 Parish Clerk
 9 Manor Farm Drive
 Sutton Benger
 Wiltshire
 SN15 4RW

Phone: 07982 030973

Email: parishclerk@christianmalford.org.uk

Website: www.christianmalford.org.uk

Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Based on computer printing
	Photocopying @ 25p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	