

Information available from Redlynch Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy	FOC 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	FOC 10p per sheet
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Website (minutes) Hard copy	FOC 10p per sheet
Borrowing Approval letter	Not applicable, however if it were: Hard copy	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy	FOC 10p per sheet
Grants given and received	Website (minutes)	FOC

	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members allowances and expenses	(No members allowances) Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	FOC 10p per sheet
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	None at present	
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 meetings and parish meetings)	Website Hard copy Parish Magazine	FOC 10p per sheet
Agendas of meetings (as above)	Website Hard copy	FOC 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	FOC 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website (minutes) Hard copy	FOC 10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Wiltshire Council/New Forest National Park Authority	FOC

	Websites Hard copy	10p per sheet
Bye-laws	Website Hard Copy	FOC 10p per sheet
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: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	FOC 10p per sheet
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)	Website Hard copy (if applicable)	FOC 10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies		
Schedule of charges (for the publication of information)	Website Hard copy	FOC 10p per sheet

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)	Hard copy (some information may only be available by inspection)	10p per sheet
Assets Register	Hard Copy	10p per sheet
Register of members' interests	Website (link provided on Parish Council website to Wiltshire Council website where interests are recorded)	FOC
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		
Allotments		FOC
Burial grounds		FOC
Village halls		FOC
Parks, playing fields and recreational facilities		FOC
Seating and memorials		FOC
Bus shelters		FOC
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		FOC

Contact details:

Nicky Ashton

Clerk to Redlynch Parish council

01725 513245

clerk@redlynchparishcouncil.org

www.redlynchparishcouncil.org

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 @ 10 per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority