

Cheverell Magna Parish Council

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) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	Nil in most cases. If a large amount is required, then the cost of photo copies and postage will be considered and agreed before disbursement.
Who's who on the Council and its Committees	(hard copy or website)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy or website)	
Location of main Council office and accessibility details	(hard copy or website)	
Staffing structure	(hard copy or website)	
<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>	(hard copy or website)	
Annual return form and report by auditor	(hard copy or website)	
Finalised budget	(hard copy or website)	
Precept	(hard copy or website)	

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Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	(hard copy or website)	
List of current contracts awarded and value of contract	(hard copy or website)	
Members' allowances and expenses	(hard copy or website)	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	No plan in place	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy or website)	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) All contained in Parish Minutes	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	

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Responses to consultation papers	Minutes/Website	
Responses to planning applications	Minutes/Website	
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	None apart from contract for Parish Clerk who is only employee and is assigned the regular industry contract. Freedom of information requirements observed	
Information security policy	GDPR privacy policy Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	None in place	

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Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	
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)	Minutes	
Register of members' interests	Online at Wiltshire Council	
Register of gifts and hospitality	List on website if any recd	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Pavilion Trustees	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Asset Register/Website	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information	None	

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This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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)
Other		

* the actual cost incurred by the public authority