

ALDBOURNE PARISH COUNCIL



Freedom of Information Policy and Publication Scheme

Adopted 2 June 2021

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Current information only)		
Who's who on the council	Noticeboard/ Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Contact details for parish clerk and council members (named contacts where possible with telephone number and email address (if used))	Noticeboard Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free Free 15p Sheet + postage
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)		
Annual return form and report by auditor	Noticeboard/ Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Finalised budget	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Precept	Noticeboard/Website	Free

	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Borrowing Approval letter (if applicable)	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Financial Standing Orders and Regulations	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet
Grants given and received (if applicable)	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
List of current contracts awarded and value of contract	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Members' allowances and expenses (if applicable)	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Parish Plan (Current and previous year)	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Annual report to parish (Current and previous year)	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Decision making processes and records of decisions (Current and previous council year)		
Timetable of council meetings	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Agendas of meetings (as above)	Noticeboard/ Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage

Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Responses to consultation papers	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Responses to planning applications	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Bye-laws	N/A	
Class 5 – Our policies and procedures		
Current written protocols, policies, and procedures for delivering our services and responsibilities (Current information only)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference (where applicable) Delegated authority in respect of officers Code of Conduct Policy statements	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Complaints procedures including request for information and operating the publication scheme.	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Information security	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Records management policy inc records retention, destruction, and archive	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage

Data protection policy	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Schedule of charges for the publication of information	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
All other policies adopted by Aldbourne Parish Council.	Website Email copy – Contact clerk Hard copy – Contact clerk	Free Free 15p Sheet + postage
Class 6 – Lists and Registers		
Currently maintained lists and registers only (Some information may only be available by inspection)		
Assets Register	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
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)	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Register of members' interests	Wiltshire Council Website	Inspection only
Register of gifts and hospitality	Wiltshire Council Website	Inspection only
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. Some information may only be available by inspection)		
Allotments	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Bus shelter	Hard copy – Contact clerk	15p Sheet + postage
Play areas, playing fields & recreation facilities (Inspection reports)	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Public toilets	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
Seating, litter bins	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage
The Green & the pond area	Email copy – Contact clerk Hard copy – Contact clerk	Free 15p Sheet + postage

Contact details:

Aldbourn Parish Council
3 Skinner's Close
Hannington
Swindon
SN6 7RR

Email: aldbournepc@yahoo.co.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 @ 15p per sheet (black & white)	The actual cost incurred by the public authority.
	Photocopying @ 25p per sheet (colour)	The actual cost incurred by the public authority.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	