

Information available from Aldbourn Parish Council under the model publication scheme

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 and its Committees	Notice board Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free Free 10p Sheet
Contact details for Parish Clerk and Council members	Notice board Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free Free 10p Sheet
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	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Finalised budget	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Precept	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Borrowing Approval letter (if applicable)	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Financial Standing Orders and Regulations	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous council year)		
Timetable of meetings (Council, any committee/sub-committee meetings and	Email copy – Contact Clerk	Free

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parish meetings)	Hard copy – Contact Clerk	10p Sheet
Agendas of meetings (as above)	Notice board Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free Free 10p Sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Notice board Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free Free 10p Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Notice board Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free Free 10p Sheet
Responses to consultation papers	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Responses to planning applications	Email copy – Contact Planning Committee Chair Hard copy – Contact Planning Committee Chair	Free 10p Sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)	Notice board Website Email copy – Contact Clerk Hard copy – Contact Clerk	Free Free Free 10p Sheet
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	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet
Schedule of charges (for the publication of information)	Email copy – Contact Clerk Hard copy – Contact Clerk	Free 10p Sheet

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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 10p Sheet
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 10p Sheet
Register of members' interests	Wiltshire Council Website Hard copy – Contact Clerk	Inspection only
Register of gifts and hospitality	Wiltshire Council Website Hard copy – Contact Clerk	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 10p Sheet
Parks, playing fields and recreational facilities (Inspection reports)	Hard copy – Contact Clerk	10p Sheet

Contact details:

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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	N/A	
Other	N/A	

* The actual cost incurred by the Parish Council