

**Information available from Idmiston Parish Council under the Freedom of Information model publication scheme and the  
Transparency Code for Smaller Authorities with income or expenditure under £25,000.00 per annum  
June 2019**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
<p>a) Who's who on the Council and its Committees. <i>(TC information requires names of all councillors or members, committee or board membership and function (if Chairman or Vice-Chairman), and representation on external local public bodies (if nominated to represent the authority or board)).</i></p>	(hard copy and/or website)	Free
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	(hard copy and/or website)	Free
<p>Location of main Council office and accessibility details</p>	(hard copy and/or website)	Free
<p>Staffing structure</p>	(hard copy and/or website)	Free

<p><b>Class 2 – What we spend and how we spend it</b>  (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 and/or website)	Photocopy @ 10p per sheet, black & white
<p>Annual return form, and report by auditor  <i>(TC information includes end of year accounts, annual governance statement, a copy of the bank reconciliation for the relevant financial year, an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and an explanation of any differences between 'balances carried forward' and 'total cash and short-term investments', if applicable ).</i></p>	(hard copy and/or website)	Photocopy @ 10p per sheet, black & white
<p>Finalised budget</p>	(hard copy and/or website)	Photocopy @ 10p per sheet, black & white
<p>Precept</p>	(hard copy and/or website)	Photocopy @ 10p per sheet, black & white
<p>Borrowing Approval letter</p>	(hard copy and/or website)	Photocopy @ 10p per

		sheet, black & white
Financial Standing Orders and Regulations	(hard copy and/or website)	Photoco py @ 10p per sheet, black & white
Grants given and received	(hard copy and/or website)	Photoco py @ 10p per sheet, black & white
List of current contracts awarded and value of contract	Some information may only be available by inspection	Photoco py @ 10p per sheet, black & white
Members' allowances and expenses	Some information may only be available by inspection	
<i>All items of expenditure above £100 (TC information requires that for each individual item of expenditure the following information must be published: a. date the expenditure was incurred, b. summary of the purpose of the expenditure, c. amount, and the amount of Value Added Tax that cannot be recovered.)</i>	(hard copy or website)	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community/Parish Plan (current and previous year as a minimum)	(hard copy or website)	Photocopy @ 10p per sheet, black & white
Annual Report to the Parish or Community meeting – (current and previous year as a minimum)	(hard copy or website)	Photocopy @ 10p per sheet, black & white
Local Council Award status	(hard copy or website)	Photocopy @ 10p per sheet, black & white
Local Charters drawn up in accordance with DCLG guidelines	(hard copy or website)	Photocopy @ 10p per sheet,

		black & white
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<p>Agendas of meetings (as above) <i>TC Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.</i></p>	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. <i>TC requires the publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.</i></p>	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	(hard copy or website)	Photocopy @ 10p per

		sheet, black & white
Responses to consultation papers	(hard copy or website)	Photocopy @ 10p per sheet, black & white
Responses to planning applications	(hard copy or website)	Photocopy@ 10p per sheet, black & white
Byelaws	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:	(hard copy or website)	Photocopy

<p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>		@ 10p per sheet, black & white
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<p>Information security policy</p>	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<p>Records management policies (records retention, destruction and archive)</p>	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<p>Data protection policies</p>	(hard copy or website)	Photocopy

		py @ 10p per sheet, black & white
Schedule of charges (for the publication of information)	(hard copy or website)	Photocopy @ 10p per sheet, black & white
<b>Class 6 – Lists and Registers</b>		
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)	(some information may only be available by inspection)	
Assets Register	(hard copy or website)	Photocopy @ 10p per sheet, black & white
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	(some information may only be available by inspection)	
Register of members' interests	(some information may only be available by inspection)	Photocopy @ 10p sheet,



		black & white
Register of gifts and hospitality	(some information may only be available by inspection)	Photocopy@10p sheet, black & white
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only TC information requires Parish Councils to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. The following information must be published: a) description (what it is, including size/acreage), b) location (address or description of location), c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity, d) date of acquisition (if known), e) cost of acquisition (or proxy value), and the present use.	(hard copy or website;	
Burial ground and closed churchyards	(hard copy and/or website)	Photocopy@10p sheet, black & white
Parks, playing fields and recreational facilities	(hard copy and/or website)	Photocopy@10p

		sheet, black & white
Seating, litter & dog bins	(hard copy and/or website)	Photoco py@10p sheet, black & white
Bus shelters	(hard copy and/or website)	Photoco py@10p sheet, black & white
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	(hard copy and/or website)	Photoco py@10p sheet, black & white
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Catherine Purves, The Parish Clerk, Cranbourne, White Way, Pitton, Salisbury, Wilts, SP5 1DT  
Email: parishclerk@idmistonpc.org  
Telephone: 07763 411595

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00 Current limit is £450.00 based on 18 hours @ £25.00ph	In accordance with the relevant legislation ie Freedom of Information Act 2000 s12, The Freedom of Information & Data Protection (Appropriate Limit & Fees) Regulations 2004/3244
<b>Other</b>		

\* the actual cost incurred by the public authority