

Information available from St Paul Malmesbury Without Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>1. Website 2. Hardcopy</p>	<p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>1. Website 2. Hardcopy</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Not applicable</p>	
<p>Staffing structure</p>	<p>1. Website</p>	<p>Free</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>1. Website 2. Hardcopy</p>	<p>Free</p>
<p>Finalised budget</p>	<p>1. Hardcopy</p>	
<p>Precept</p>	<p>1. Hardcopy</p>	
<p>Borrowing Approval letter</p>	<p>Not held</p>	
<p>All items of expenditure above £100</p>	<p>1. Website 2. Hardcopy</p>	<p>Free</p>
<p>Financial Standing Orders and Regulations</p>	<p>1. Website 2. Hardcopy</p>	<p>Free</p>
<p>Grants given and received</p>	<p>1. Hardcopy</p>	
<p>List of current contracts awarded and value of contract</p>	<p>1. Hardcopy</p>	
<p>Members' allowances and expenses</p>	<p>1. Hardcopy</p>	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Annual governance statement in format included in the Annual Return form</p>	<p>1. Website 2. Hardcopy</p>	<p>Free</p>

Parish Plans - projects planned and undertaken by the council	1. Website 2. Newsletter 3. Noticeboards 4. Hardcopy	Free
Annual Report to Parish or Community Meeting	1. Website 2. Hardcopy	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable (Risk Assessments available on request)	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	1. Website 2. Hardcopy	Free
Agendas of meetings (as above)	1. Website 2. Hardcopy	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	1. Website 2. Hardcopy	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	1. Website 2. Hardcopy	Free

Responses to consultation papers	1. Hardcopy	
Responses to planning applications	1. Website 2. Hardcopy	Free
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	1. Website 2. Hardcopy	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	1. Website 2. Hardcopy	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies,</p>	1. Website 2. Hardcopy	Free

records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	1. Website 2. Hardcopy	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	By appointment with the Parish Clerk.	
Register of members' interests	1. Website 2. Hardcopy	Free
Register of gifts and hospitality	By appointment with the Parish Clerk.	
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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	1. Website	Free

Seating, litter bins and memorials	1. Website (Asset Register)	Free
Bus shelters	1. Website (Asset Register)	Free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable	
Additional Information Information not itemised in the lists above	Newsletters, noticeboards, defibrillators, speed indicator devices and grit bins	

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 @ 1p per sheet (black & white)	Approximate cost
	Photocopying @ 3p per sheet (colour)	Approximate 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