

Information available from SEEND PARISH COUNCIL under the Freedom of Information Act. Revised and re-adopted 25 August 2020

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)</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>Hard copy – contact the Clerk</p> <p>Electronic copy available from website www.seendparishcouncil.co.uk</p>	<p>10p per sheet plus postage</p> <p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>www.seendparishcouncil.co.uk</p> <p>Hard copy – Contact the Clerk</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Parish Notice Boards & Councillors List available.</p> <p>Electronic copy available from website: www.seendparishcouncil.co.uk</p>	<p>Free</p> <p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>On Parish Noticeboard by PO. Website: www.seendparishcouncil.co.uk Hard copy – Contact Clerk</p>	<p>Free</p> <p>10p/sheet plus postage</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) Current and previous financial year as a minimum	Electronic copy available from website: www.seendparishcouncil.co.uk Hard Copy – Contact Clerk	Free 10p/sheet plus postage
Annual return form and report by auditor	Displayed on Parish notice boards during the period of public inspection. Hard copy – contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	Free 10p/sheet plus postage Free
Finalised budget	Hard copy – contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Precept	Hard copy – contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Standing Orders and Financial Regulations Annually reviewed and re-adopted	Hard copy – contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Grants given and received	Minutes and bank reconciliation Hard Copy Electronic copy on website	10p/sheet plus postage Free
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Nearing Completion. Can be found on the website -	

	www.seendparishplan.org.uk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes on website Hard copy – Contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	In Minutes Hard Copy – Contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On Noticeboards Hard copy – Contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Agendas of meetings (as above)	On Parish Noticeboards Hard copy – Contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk Electronic copy available on website www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting and only if prepared by the Parish Council.	Hard Copy – Contact Clerk	10p/sheet plus postage
Responses to consultation papers	Hard copy – Contact Clerk Wiltshire Council website	10p/sheet Free
Responses to planning applications	In Minutes	10p/sheet

	<p>Hard copies – Contact Clerk</p> <p>Electronic copy available on website www.seendparishcouncil.co.uk and will be found on Wiltshire Planning website under relevant application number</p>	<p>plus postage</p> <p>Free</p>
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy – Contact Clerk</p> <p>Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk</p>	<p>10p/sheet plus postage</p> <p>Free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy – Contact Clerk</p> <p>Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk</p>	<p>10p/sheet plus postage</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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>	<p>Hard copy – Contact Clerk</p> <p>Not all available on line Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk</p>	<p>10p/sheet plus postage</p> <p>Free</p>
Information security policy	<p>Hard copy – Contact Clerk</p> <p>Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk</p>	<p>10p/sheet plus postage</p> <p>Free</p>

Records management policies (records retention, destruction and archive)	Hard copy – Contact Clerk Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Data protection policies	Hard copy – Contact Clerk Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Schedule of charges for the publication of information)	Hard Copy	Free
Class 6 – Lists and Registers 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)	N/A	
Assets Register	Hard copy – Contact Clerk Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk	10p/sheet plus postage Free
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)	N/A	
Register of members' interests	Hard Copy – Contact Clerk Link to Wiltshire Council website on our website: www.seendparishcouncil.co.uk	Free Free
Register of gifts and hospitality	N/A	
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		
Allotments	Details available from Clerk	Free
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, noticeboards, phone boxes, defibrillators	See Asset Register Hard Copy – Contact Clerk Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Bus shelters	See Asset Register Hard Copy – Contact Clerk Electronic copy available on website under Protocol. www.seendparishcouncil.co.uk	10p/sheet plus postage Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details: Parish Clerk – Mrs Sue Bond
61 Seend Cleeve
Melksham
SN12 6PX
Tel: 07706 850859
Email: clerk@seendparishcouncil.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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority