

Information available from Chilbolton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contract)</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>	A Parish Council of 8 Electors of the village, elected to serve for a term of 4 years by those named in the Chilbolton Electoral Register. Each year in May one of their number is elected Chairman.	
Who's who on the Council and its Committees	Hard Copy – Contact Clerk Website Email – Contact Clerk	10p/sheet Free Free
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	Notice Board Hard Copy – Contact Clerk Parish Magazine Email – Contact Clerk	Free 10p/sheet Free Free
Location of main Council office and accessibility details	There is no Council office. All work is conducted from the Clerk's home, 1 Dublin Farm Cottage, Wherwell, SP11 7JW, accessible by vehicle and foot, but there is no special disabled access. Contact by phone 01264 860566	
Staffing Structure	The Clerk is the only employee of the Parish Council at a (gross) fee of £3,473.04 a year.	
<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)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy – Contact Clerk Website – (Finance Reports) Email – Contact Clerk	10p/sheet Free Free
Annual return form and report by auditor	Hard Copy – Contact Clerk	10p/sheet
Finalised Budget	Hard Copy – Contact Clerk Website – (Financial Report) Email – Contact Clerk	10p/sheet Free Free
Precept	Hard Copy – Contact Clerk	10p/sheet

	Website - (Financial Report) Email – Contact Clerk	Free Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk Website Email – Contact Clerk	10p/sheet Free Free
Grants given and received	Hard Copy – Contact Clerk Website - (Financial Report) Email – Contact Clerk	10p/sheet Free Free
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk Email – Contact Clerk	10p/sheet Free
Members’ allowances and expenses	No councillor has to date made a claim. Hard Copy – Contact Clerk Website - (Financial Report) Email – Contact Clerk	10p/sheet Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – Contact Clerk Website - Minutes Email – Contact Clerk	10p/sheet Free Free
Quality status	There is no current desire of this Council to attain Quality Status	
Local charters drawn up in accordance with DCLG (Department of Communities and Local Government) guidelines	Not applicable	
Class 4 – How we make decisions (Decision making process and records of decisions)		
Current and previous council year as a minimum	Hard Copy – Contact Clerk Website – (Minutes) Email – Contact Clerk	10p/sheet Free Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy – Contact Clerk Website Email – Contact Clerk	10p/sheet Free Free
Agendas of meetings (as above)	Hard Copy – Contact Clerk Website	10p/sheet Free

	Email – Contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Hard Copy – Contact Clerk Website – (Minutes) Email – Contact Clerk	10p/sheet Free Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard Copy – Contact Clerk Website – (Minutes) Email – Contact Clerk	10p/sheet Free Free
Responses to consultation papers	Hard Copy – Contact Clerk Website – (Minutes) Email – Contact Clerk	10p/sheet Free Free
Responses to planning applications	Hard Copy – Contact Clerk Website – (Planning - Minutes) Email – Contact Clerk	10p/sheet Free Free
Bye-Laws	The Parish Council has no bye-laws in the proper definition.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policy and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of offices	Procedural standing orders and delegated authority in respect of officers are in accordance with Local Council Administration.	
Committee and sub-committee terms of reference	Only the Flood Advisory Group has Terms of Reference. The Clerk has a Contract of Employment and a list of duties. Hard Copy – Contact Clerk Email – Contact Clerk	10p/sheet Free
Code of Conduct	Code of Conduct – Chilbolton Parish Council adopted the Model Code of Conduct for Parish and Town Councils by Resolution dated 6 November 2012. Hard Copy – Contact Clerk Email – Contact Clerk Website	10p/sheet Free Free

Policy statements	Policy statements - none issued.													
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Policies and procedures are conducted, where applicable, in accordance with Local Council Administration													
Policies and procedures for handling requests for information	Hard Copy – Contact Clerk Website Email – Contact Clerk	10p/sheet Free Free												
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy – Contact Clerk Website Email – Contact Clerk	10p/sheet Free Free												
Information security policy	Policies and procedures are conducted, where applicable, in accordance with Local Council Administration													
Records management policies (records retention, destruction and archive)	Minute books of Parish Council meetings up to April 2007 are deposited with the Hampshire Records Office for safe keeping. The minutes covering the period April 2007 to date are held by the Clerk, as loose-leaf minutes. Hard Copy – Contact Clerk Website – (Standing Orders) Email – Contact Clerk	10p/sheet Free Free												
Data protection policies	Chilbolton Parish Council is registered with Information Commissioner's Office under the Data Protection Act 1998, registration number Z8754608, and as such is bound by the ICO regulations.													
Schedule of charges (for the publication of information)	<table border="1"> <thead> <tr> <th>TYPE OF CHARGE</th> <th>DESCRIPTION</th> <th>BASIS OF CHARGE</th> </tr> </thead> <tbody> <tr> <td>Disbursement Cost</td> <td>Photocopying at 10p per sheet (black and white)</td> <td>Actual cost *</td> </tr> <tr> <td></td> <td>Postage</td> <td>Actual cost of Royal Mail standard 2nd class</td> </tr> <tr> <td>Statutory Fee</td> <td>None</td> <td>Applicable</td> </tr> </tbody> </table> <p>* The actual cost incurred by the public authority</p>	TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Disbursement Cost	Photocopying at 10p per sheet (black and white)	Actual cost *		Postage	Actual cost of Royal Mail standard 2nd class	Statutory Fee	None	Applicable	
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Statutory Fee	None	Applicable												

Class 6 – Lists and Registers Currently maintained lists and registers only	Some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy – Contact Clerk Email – Contact Clerk	10p/sheet 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)	No log held	
Register of members' interests	Test Valley Borough Council	
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	Chilbolton Parish Council own the allotment site on Winchester Street and are operated by a member of the Council (currently Cllr Gossling), operating under a Tenancy Agreement signed with the Parish Council	
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Chilbolton Parish Council own the War Memorial Playing Fields and Cow Common	
Seating, litter bins, clocks, memorials and lighting	The street furniture owned and insured by the Parish Council includes 2 noticeboards, 15 seat/ benches throughout the village and wooden benches on Playing Fields	
Bus Shelters	The Parish Council owns one public shelter in Chilbolton, on Village Street opposite the Room Cottages.	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those	Currently the Parish Council only recover a	

fees (e.g. burial fees)	fee for the rental of Allotments Hard Copy – Contact Clerk Website Email – Contact Clerk	10p/sheet Free Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact Details:

Clerk –

Name: Ms Mandy Amor
Address: 1 Dublin Farm Cottage, Wherwell, Andover, Hants, SP11 7JW.
Telephone: 01264 860566
Email: a_amor@sky.com or Chilbolton.Clerk@hotmail.co.uk

Website: Chilbolton.com