

## Information available from Hullavington Parish Council under the model publication scheme – Dated 12th December 2012.

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><b>Hullavington Parish Council Website:</b>  <a href="http://www.hullavingtonparishcouncil.org.uk">http://www.hullavingtonparishcouncil.org.uk</a></p>	<p>Parish Clerk 01249 659842</p> <p>Parish Councillors contact details available on Website.</p>	<p>See costs below</p>
<p>Who's who on the Council and its Committees</p>	<p>On Website</p>	<p>See costs below</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk: Mrs Sharon Neal            01249 659842            hpclerk@yahoo.co.uk            Tel: &amp; e-mail contact above</p>	
<p>Location of main Council office and accessibility details</p>	<p>Parish Clerk:            60 Andrews Close            Chippenham            Wiltshire            SN14 0TX            By prior appointment at reasonable hours only.</p>	
<p>Staffing structure</p>	<p>Part time Clerk only</p>	

<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>	<p>Annual receipts &amp; payments on web-site or by hard copy. Also by e-mail. Details of contracts, audit &amp; general information contained in minutes.</p>	<p>See costs below</p>
<p>Annual return form and report by auditor</p>	<p>On web-site. Posted on notice board for 2 weeks.</p>	
<p>Finalised budget</p>	<p>On web-site and minutes.</p>	
<p>Precept</p>	<p>On web-site or by e-mail/hardcopy/minutes.</p>	
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hardcopy/e-mail</p>	
<p>Grants given and received</p>	<p>Minutes/Hardcopy or e-mail from minutes.</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Available on request to the Clerk</p>	
<p>Members' allowances and expenses</p>	<p>Expenses paid to members when authorised by PC. Receipt required (other than petrol/diesel).</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Upon request to the Clerk</p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>None in progress.</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Minutes available on website</p>	
<p>Quality status</p>	<p>Not sought.</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>None in place</p>	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>	<p>Discussions at Parish Council meetings based on information provided. Decisions recorded in the Minutes</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>PC meetings monthly on second Wednesday of month 7:30PM in village hall, or as agreed at start of year. No meeting in August unless reqd. Planning and other Committees as required. APM and AGM dates published on website (usually 4<sup>th</sup> Wed in April, and prior to May meeting respectively).</p>	
<p>Agendas of meetings (as above)</p>	<p>Posted on notice boards and website with 3 days clear notice &amp; retained with Minutes. Available free by email upon request to Clerk</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Posted on website. Hardcopy available upon request to Clerk</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>As above</p>	
<p>Responses to consultation papers</p>	<p>Noted in Minutes &amp; retained by Clerk</p>	
<p>Responses to planning applications</p>	<p>Detailed in Minutes &amp; retained by Clerk for 5 yrs.</p>	

Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	As detailed below	
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 Policy statements	Hardcopy available. None currently in place As agreed by Members. National Code of Conduct. None currently in place.	
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 Recruitment policies (including current vacancies)  Grants Policy Health and Safety policy  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Contract of employment and Grievance Procedure.  ) ) ) None in place  On website In the Risk Assessment  Direct to Clerk by either Members or from Residents	
Information security policy	External hard drive on Clerks computer. Deeds and other documents held by	

	Clerk and/or PC's solicitor's repository.	
Records management policies (records retention, destruction and archive)	Minutes kept forever in County Archives. Finance summaries with Minutes, other details for 5 years. Only important papers kept longer than 12 months.	
Data protection policies	All data in public domain.	
Schedule of charges (for the publication of information)	Attached to this document.	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Reviewed annually. Available in hard copy or e-mail from Parish Clerk.	
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)	None in place.	
Register of members' interests	Held by Unitary Council, link available on PC website.	
Register of gifts and hospitality	Held by Unitary Council	
Register of Members attendance at Meetings.	Held by Parish Clerk. Documented in the meeting minutes	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and</p>		

newsletters produced for the public and businesses)  Current information only		
Allotments	None	
Burial grounds and closed churchyards	PC is Custodian Trustee responsible for upkeep of Cemetery and Churchyard (the latter is normally in consultation with the PCC)	
Community centres and village halls	PC is Custodian Trustee of Village Hall which is controlled by a Management Committee. Operates at arms length from Parish Council.	
Parks, playing fields and recreational facilities	Village Green PC is Managing Trustee - Free use Playground: PC rents from Wiltshire Council. Locked during school hours. Arrange access via School Office.	
Seating, litter bins, clocks, memorials and lighting	Responsible for a number of seats and dog/ litter bins. (The PC are not responsible for emptying the bins) There is more than one PC notice board in the village, the main one is by the bus shelter.	
Bus shelters	2 on The Street, owned by PC. Windows (where applicable) cleaned twice annually.	

Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial fees and Cemetery Regulations available from Parish Clerk	
Grass cutting of public areas.	Contract arranged by PC and reviewed periodically.	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Health and Safety, Risk Assessment and Wiltshire Council's code of Conduct	Available from Parish Clerk	

## Contact details:

Clerk as detailed above.

Model publication Scheme.  
Parish Council Guide to Information  
12.12. 2012.

## 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 @ 10..p per	Actual cost based on

	sheet (black & white)	computer printing
	Photocopying @ 20..p per sheet (colour)	Actual cost based on computer printing
	Postage and packaging	Actual cost of packaging and Royal Mail standard 2 <sup>nd</sup> class
	CD-ROM or other media	Actual cost of media
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority