

RAMSBURY & AXFORD PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Current information only)	
Who's who on the council	Noticeboard/ Website Email copy – Contact clerk Hard copy – Contact clerk
Contact details for parish clerk and council members (named contacts where possible with telephone number and email address (if used))	Noticeboard Website Email copy – Contact clerk Hard copy – Contact clerk
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)	
Annual return form and report by auditor	Noticeboard/ Website Email copy – Contact clerk Hard copy – Contact clerk
Finalised budget	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk
Precept	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk

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Information to be published	How the information can be obtained
Borrowing Approval letter (if applicable)	Email copy – Contact clerk Hard copy – Contact clerk
Financial Standing Orders and Regulations	Email copy – Contact clerk Hard copy – Contact clerk
Grants given and received (if applicable)	Email copy – Contact clerk Hard copy – Contact clerk
List of current contracts awarded and value of contract	Email copy – Contact clerk Hard copy – Contact clerk
Members’ allowances and expenses (if applicable)	Email copy – Contact clerk Hard copy – Contact clerk
Class 3 – What are our Priorities	
Annual report to parish (Current and previous year)	Website Email copy – Contact clerk Hard copy – Contact clerk
Class 4 – How we make decisions	
Timetable of council meetings	Email copy – Contact clerk Hard copy – Contact clerk
Agendas of meetings (as above)	Noticeboard/ Website Email copy – Contact clerk Hard copy – Contact clerk
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk

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Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Website Email copy – Contact clerk Hard copy – Contact clerk
Responses to consultation papers	Email copy – Contact clerk Hard copy – Contact clerk
Responses to planning applications	Email copy – Contact clerk Hard copy – Contact clerk
Class 5 – Our Policies and Procedures Current written protocols, policies, and procedures for delivering our services and responsibilities (Current information only)	
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference (where applicable) Delegated authority in respect of officers Policy statements	Email copy – Contact clerk Hard copy – Contact clerk
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Internal policies relating to the delivery of services Policies and procedures for handling requests for information	Email copy – Contact clerk Hard copy – Contact clerk

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Information to be published	How the information can be obtained
Information security	Website Email copy – Contact clerk Hard copy – Contact clerk
Document Retention Policy	Website Email copy – Contact clerk Hard copy – Contact clerk
Privacy & Data Protection Policy	Website Email copy – Contact clerk Hard copy – Contact clerk
Schedule of charges for the publication of information	Website Email copy – Contact clerk Hard copy – Contact clerk
All other policies adopted by Ramsbury & Axford Parish Council.	Website Email copy – Contact clerk Hard copy – Contact clerk
Class 6 – Lists and Registers Currently maintained lists and registers only (some information may only be available by inspection)	
Assets Register	Email copy – Contact clerk Hard copy – Contact 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)	Email copy – Contact clerk Hard copy – Contact clerk
Register of members' interests	Wiltshire Council Website – Personal Viewing
Register of gifts and hospitality	Wiltshire Council Website - Personal Viewing

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Information to be published	How the information can be obtained
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. Some information may only be available by inspection)	
Play areas, playing fields & recreation facilities (Inspection reports)	Email copy – Contact clerk Hard copy – Contact clerk
Public toilets	Email copy – Contact clerk Hard copy – Contact clerk
Seating, litter bins	Email copy – Contact clerk Hard copy – Contact clerk

SCHEDULE OF CHARGES

This describes the charges and how the charges have been arrived at. Cost structure will be shared on receipt of the request, including an estimated service fee. Costs will be confirmed on conclusion of the activity and in the interim if they are more than the initial estimate given. Costs must be paid to the Parish Council using BACs prior to the information being shared.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	The actual cost incurred by the public authority.
	Photocopying @ 25p per sheet (colour)	The actual cost incurred by the public authority.
	Postage including envelope	£1 + Actual cost of Royal Mail standard 2 nd class
	Email	Service Fee (As per below)
	Service Fee (to cover working hours of our Clerk / Volunteers)	Up to £100