

## Information available from Coulston 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            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| <b>Class 1 - Who we are and what we do</b><br><br>(Organisational information, structures, locations and contacts)<br><br>Current information only  | (hard copy or website)              |                 |
| List of Council members and their responsibilities as well a list of Council Committees<br><br>Details of any representation on local public bodies | Website and noticeboard.            | Free of charge  |
| Postal and email address                                                                                                                            | Website and noticeboard.            | Free of charge. |

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| <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>Contact for the clerk on the website and noticeboard. Only email addresses available for councillors.</p>              |                                       |
| <p>Location of main Council office and accessibility details</p>                                                                                                                                                                               | <p>Website and notice board. There is no council office as the clerk works from home.</p>                                 |                                       |
| <p>Staffing structure</p>                                                                                                                                                                                                                      | <p>There is only one member of staff being the Clerk and Responsible Financial Officer.</p>                               |                                       |
| <p><b>Class 2 – What we spend and how we spend it</b></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>(hard copy or website)</p>                                                                                             |                                       |
| <p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>                                                                                                                                        | <p>Available on the website.<br/>In the agenda pack on website for meetings when considered.<br/>Hard copy available.</p> | <p>10p per A4 sheet plus postage.</p> |

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| Finalised budget                                        | On the website in the section "Financial Documents".<br>In agenda pack on website for meetings when considered.<br>Hard copy available. | 10p per A4 sheet plus postage. |
| Precept                                                 | On the website in the section "Financial Documents".<br>In agenda pack on website for meetings when considered.<br>Hard copy available. | 10p per A4 sheet plus postage. |
| Borrowing Approval letter                               | On website if applicable. Currently not held.                                                                                           |                                |
| All items of expenditure above £100                     | List of all payments included within the Full Council minutes, which are also published on the website.                                 | 10p per A4 sheet plus postage. |
| Financial Standing Orders and Regulations               | Available on website under "Policies" section<br>Hard copy available.                                                                   | 10p per A4 sheet plus postage. |
| Grants given and received                               | Available in minutes on the website. Hard copy available.                                                                               | 10p per A4 sheet plus postage. |
| List of current contracts awarded and value of contract | Available on the Website. Hard copy available.                                                                                          | 10p per A4 sheet plus postage. |

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| Members' allowances and expenses                                                                                                                                                                   |                                                                                                                                         |                                |
| <b>Class 3 – What our priorities are and how we are doing</b><br><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current and previous year as a minimum | (hard copy or website)                                                                                                                  |                                |
| Annual governance statement in format included in the Annual Return form                                                                                                                           | On the website in the section "Financial Documents".<br>In agenda pack on website for meetings when considered.<br>Hard copy available. | 10p per A4 sheet plus postage. |
| Parish Plan<br><br>Neighbourhood Plan                                                                                                                                                              | Available on the website. Hard copy available.                                                                                          | 10p per A4 sheet plus postage. |
| Annual Report to Parish or Community Meeting                                                                                                                                                       | Hard copies available at the Annual meeting and on the website. Hard copy available.                                                    | 10p per A4 sheet plus postage. |
| Quality status                                                                                                                                                                                     | Not applicable.                                                                                                                         |                                |
| Local charters drawn up in accordance with DLUHC's guidelines                                                                                                                                      | Not applicable.                                                                                                                         |                                |

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| 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.                                          |                                |
| <b>Class 4 – How we make decisions</b><br><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                           | (hard copy or website)                                   |                                |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                                                                                                       | On the website and the noticeboard. Hard copy available. | 10p per A4 sheet plus postage. |
| Agendas of meetings (as above)                                                                                                                                                                     | On the website and the noticeboard. Hard copy available. | 10p per A4 sheet plus postage. |
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| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure                                                                                | On the website and the noticeboard. Hard copy available.                                          | 10p per A4 sheet plus postage. |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure                                                                         | On the website as part of the agenda pack. Hard copy available.                                   | 10p per A4 sheet plus postage. |
| Responses to consultation papers                                                                                                                                                          | On the website and the noticeboard. Hard copy available.                                          | 10p per A4 sheet plus postage. |
| Responses to planning applications                                                                                                                                                        | On the website, within minutes and on the Wiltshire Council Planning Portal. Hard copy available. | 10p per A4 sheet plus postage. |
| Bye-laws                                                                                                                                                                                  | Not applicable.                                                                                   |                                |
| <b>Class 5 – Our policies and procedures</b><br><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website)                                                                            |                                |
| Policies and procedures for the conduct of Council business:                                                                                                                              |                                                                                                   |                                |

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| <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>                                                                                                                                                                                                                                                                                                                                | <p>All under Policy section of the website.<br/>Hard copies available.<br/>Delegated decisions made by the Clerk are reported at the next Council meeting.</p> | <p>10p per A4 sheet plus postage.</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | <p>All under Policy section of the website.<br/>Hard copies available.</p>                                                                                     | <p>10p per A4 sheet plus postage.</p> |

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| Records management, personal data and access to information policies<br><br>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | All under Policy section of the website.<br>Hard copies available.                                                                                                                                 | 10p per A4 sheet plus postage. |
| <b>Class 6 – Lists and Registers</b><br><br>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)                                                                                                         | None.                                                                                                                                                                                              |                                |
| Assets register, including details of public land and building assets                                                                                                                                                                        | A summary of the assets register is detailed in the annual Supporting Statement to the Statement of Accounts with a list of the land and buildings the parish council owns. Hard copies available. | 10p per A4 sheet plus postage. |
| Disclosure log indicating the information provided in response to FOIA and EIR                                                                                                                                                               | Disclosure log to be added to the website, with hard copies available, moving forward.                                                                                                             | 10p per A4 sheet plus postage. |

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| requests. These are recommended as good practice                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                     |                                |
| Register of members' interests                                                                                                                                                                                      | <p>These are available on the local authority Wiltshire Council's website where the Register of Interests is published.</p> <p>At the beginning of every Council and Committee meeting members declare any interest and this is recorded in the minutes of the meeting.<br/>Hard copy available</p> | 10p per A4 sheet plus postage. |
| Register of gifts and hospitality                                                                                                                                                                                   | None accepted so not available.                                                                                                                                                                                                                                                                     |                                |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | (hard copy or website; some information may only be available by inspection)                                                                                                                                                                                                                        |                                |
| Allotments                                                                                                                                                                                                          | Available on website. Hard copy available.                                                                                                                                                                                                                                                          | 10p per A4 sheet plus postage. |
| Burial grounds and closed churchyards                                                                                                                                                                               | Not applicable.                                                                                                                                                                                                                                                                                     |                                |
| Community centres and village halls                                                                                                                                                                                 | Not applicable.                                                                                                                                                                                                                                                                                     |                                |

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| Parks, playing fields and recreational facilities                                              | Available on website. Hard copy available. | 10p per A4 sheet plus postage. |
| Seating, litter bins, clocks, memorials and lighting                                           | Available on website. Hard copy available. | 10p per A4 sheet plus postage. |
| Bus shelters                                                                                   | Available on website. Hard copy available. | 10p per A4 sheet plus postage. |
| 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) | See allotments.                            |                                |
| <b>Additional Information</b><br><br>Information not itemised in the lists above               |                                            |                                |
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## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>                                                 |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 45p per sheet (black & white) | Actual cost * + paper cost + element of time.                          |
|                          | Photocopying @ 60p per sheet (colour)        | Actual cost + paper cost + element of time.                            |
|                          |                                              |                                                                        |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |                                              |                                                                        |
| <b>Statutory Fee</b>     |                                              | In accordance with the relevant legislation (quote the actual statute) |
|                          |                                              |                                                                        |
| <b>Other</b>             |                                              |                                                                        |
|                          |                                              |                                                                        |

\* the actual cost incurred