

BISHOPSTONE PARISH COUNCIL

Information available from Bishopstone Parish Council under the model publication scheme

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>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members</p>	<p>See village website www.bishopstone-salisbury.co.uk Hard copies may be viewed by appointment with the Parish Clerk.</p>	<p>No charge for viewing. Photocopies chargeable.</p>
<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 available</p> <ul style="list-style-type: none"> - Annual return form and report by auditor - Finalised budget - Precept - Grants given and received - Members' allowances and expenses <p>Financial Regulations</p>	<p>See village website www.bishopstone-salisbury.co.uk. Includes end of year accounts, Annual Governance and Accountability Return, information required under the Transparency Code for Smaller Authorities and Asset Register. Finance statements also included in Parish Council Meeting Minutes. This and other available information may be viewed by arrangement with the Parish Clerk.</p> <p>See above website – Governance Documents.</p>	<p>No charge for viewing. Photocopies chargeable.</p>

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Annual reports are made to the Annual Parish Meeting and minuted. Ad-hoc reviews and reports are recorded at Parish Council Meetings.</p>	<p>See website www.bishopstone-salisbury.co.uk for the Annual Parish Meeting Minutes and for regular reports contained in the Parish Council Meeting Minutes. Hard copies may be viewed by appointment with the Parish Clerk. Consult the Parish Clerk with specific requests.</p>	<p>No charge for viewing. Photocopies chargeable.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Records are kept for at least the current and previous council year before being archived.</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>See website www.bishopstone-salisbury.co.uk for the timetable of planned meetings. See website and the parish magazine STaB for the next meeting date. Contact the Parish Clerk for any details.</p>	<p>No charge</p>
<p>Agendas of meetings</p>	<p>A draft Agenda for a Parish Council Meeting and for the Annual Parish Meeting is posted on the two Parish Council notice boards one week before the planned meeting and on website www.bishopstone-salisbury.co.uk.</p>	<p>No charge</p>
<p>Minutes of meetings</p>	<p>See website www.bishopstone-salisbury.co.uk for the Annual Parish Meeting Minutes and for Parish Council Meeting Minutes. Main business of meetings is also reported in the parish magazine</p>	<p>No charge for viewing. Photocopies chargeable.</p>

	STaB. Hard copies may be viewed by appointment with the Parish Clerk.	
Reports presented to council meetings	Formal reports are attached to Parish Council Meeting Minutes. Briefing documents are not retained.	
Responses to consultation papers	Responses are retained on the Parish Clerk's computer for at least 2 years. Contact the Parish Clerk to arrange an appointment to view.	No charge for viewing. Photocopies chargeable.
Responses to planning applications	See website www.wiltshire.gov.uk where Wiltshire Council post responses. Contact the Parish Clerk to obtain the reference number of specific applications.	No charge
Bye-laws	The Parish Council has not passed any bye-laws	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated responsibility Code of Conduct	See website www.bishopstone-salisbury.co.uk for the Code of Conduct applicable to Council members, Standing Orders and Financial Regulations. Contact the Parish Clerk to inspect copies of the Code of Conduct, Standing Orders,	No charge for viewing. Photocopies chargeable.

<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>The Council does not deliver services so has no written policy.</p> <p>Contact the Parish Clerk to inspect copies of policies and procedures.</p> <p>See village website (above) for Complaints Procedure.</p>	<p>No charge for viewing. Photocopies chargeable.</p>
<p>Information security policy</p>	<p>See below on Data Protection.</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Contact the Parish Clerk to inspect copies of policies</p>	<p>No charge for viewing. Photocopies chargeable.</p>
<p>Data protection policies</p>	<p>See village website (above) for Data Protection Policy. Contact the Parish Clerk to inspect copies of policies</p>	<p>No charge for viewing. Photocopies chargeable.</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Information can be inspected free of charge at the home of the Parish Clerk Where appropriate, information can be transmitted electronically free of charge. Information that can be photocopied without breaching copyright laws can be copied on the Parish Clerk's printer/copier at a charge of £0.20 per A4 sheet</p>	

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	All enquiries to the Parish Clerk	
Assets Register	Contact the Parish Clerk to inspect a copy	No charge.
Disclosure log (indicating the information that has been provided in response to requests)	All enquiries to the Parish Clerk	
Register of members' interests	Available from Wiltshire Council.	
Register of gifts and hospitality	Contact the Parish Clerk for information.	
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		
Recreation Ground, Children's Playground, Bus Shelters, Public Seats, Notice Boards	All enquiries about these parish assets to the Parish Clerk	

Contact details:

PARISH CLERK

Mike Ash
Lower Thatch
Flamstone Street
Bishopstone
SP5 4BZ

Phone : 01722 781044

e-mail : bishopstoneclerk@btinternet.com

website : www.bishopstone-salisbury.co.uk

Schedule of Charges :

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 20p per A4 sheet (black & white)	Estimated cost to Parish Clerk
	Photocopying 20p per A4 sheet (colour)	Estimated cost to Parish Clerk
	Postage	Actual cost of Royal Mail standard 1 st class