

Information available from MELKSHAM WITHOUT PARISH COUNCIL under the Freedom of Information Act – REVISED by the Data Protection Working Party on 21st November 2017 and APPROVED by Full Council on 26th March 2018.

Schedule of charges reviewed at Finance Committee 29th June 2020 (Min 557/19)

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts.</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>	<p>Hard copy available in office (year card and Compliance to Transparency Code).</p> <p>Electronic copy available from website: www.melkshamwithout.co.uk</p>	<p>10p per A4 sheet plus postage</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy available in office and in minutes</p> <p>Electronic copy available from website: www.melkshamwithout.co.uk + year card and leaflet.</p>	<p>10p per A4 sheet plus postage</p>
<p>Contact details for Clerk and Council members</p>	<p>Year card and all Parish Notice Boards & Councillors List available. Hard copy available in office.</p>	<p>Free of charge for Parish</p>

	Electronic copy available from website: www.melkshamwithout.co.uk	residents
Location of main Council office and accessibility details	www.melkshamwithout.co.uk Contact address of office at end of these sheets. Stair lift available or staff will make arrangements to see disabled residents in Town Hall or on the ground floor.	10p per A4 sheet plus postage
Staffing structure	www.melkshamwithout.co.uk	
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.	Information available in office. See contact address at end of document. Copy of projected budget for forthcoming financial year available after January 30 th and compliance to transparency code produced annually.	Copy of end of year accounts priced at £2.00 plus postage.
Annual return form and report by auditor	Displayed on Parish notice boards. Hard copy in office and free to access on website www.melkshamwithout.co.uk . And on social media outlets	
Finalised budget – Clerk and Financial Assistant prepare Council budget for next financial year and revise estimate for spending for the current financial year. Copy of budget available after council approval on January.	Hard copy available in office of Finance Committee Minutes and copy of budget available after Council approval on January 30 th . A press release is issued and it is also put on social media. It is reissued in April when council tax bills are issued to residents. It is also available on the website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
Precept – Parish Council notified	Hard copies available in office, in minutes and on www.melkshamwithout.co.uk	10p per A4 sheet plus

		postage
Borrowing Approval letter	Not Applicable	
Financial Regulations and standing orders – annually reviewed at Finance Committee May meeting...	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
Grants given and received	Closing date for grant applications 31st January. Finance Committee March and decisions ratified at Full Council meeting in April. Hard copy available in office, in minutes and on website www.melkshamwithout.co.uk Press release is issued following presentation of cheques at Annual Parish Meeting.	10p per A4 sheet plus postage
List of current contracts awarded and value of contract	In minutes and compliance transparency code	10p per A4 sheet plus postage
Members' allowances and expenses – reviewed at Budget meeting in November.	In minutes and Budget. When setting allowances, the Council have regard to the recommendations of Wiltshire Council's Remuneration Panel as per the requirements of the Councillors Allowances Regulations 2003 and are advertised accordingly.	10p per A4 sheet plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
Annual Report to Parish or Community meeting (current and	Hard copy booklet available in office, in minutes and on	10p per A4

previous year as a minimum)	website www.melkshamwithout.co.uk	sheet plus postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Objectives set annually at Annual Council meeting in May. Current and previous Council year as a minimum	In office for members of the public to read Council minutes. Also on the web at www.melkshamwithout.co.uk	
Timetable of meetings – (Council, any committee/sub-committee meetings and Parish meetings.) Diary card with dates available in June.	Parish Notice boards. Year card. Hard copies available in office, and on website www.melkshamwithout.co.uk Details in quarterly newsletter published in Melksham Independent News (free paper delivered fortnightly)	10p per A4 sheet plus postage
Agendas of meetings (as above)	Agendas available before Council meeting. Parish Notice boards. Hard copies available in office. www.melkshamwithout.co.uk	10p per A4 sheet plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
Responses to consultation papers	Hard copies available in office, in minutes and on website at www.melkshamwithout.co.uk and online for Wiltshire Council consultations through online consultation portal.	10p per A4 sheet plus postage

Responses to planning applications	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk Also available on Wiltshire Council Website www.wiltshire.gov.uk under planning applications.	10p per A4 sheet plus postage
Bye-laws	Not applicable	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
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	Hard copies available in office, in minutes and on website www.melkshamwithout.co.uk	10p per A4 sheet plus postage
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)	Hard copies available in office	10p per A4 sheet plus postage

Policies and procedures for handling requests for information-model scheme- copy available from Council office.		
Complaints procedures (including those covering requests for information and operating the publication scheme) Parish Council follows recommended SLCC (Society of Local Council Clerks) complaints procedure.	Copy available at Council Office and at www.melkshamwithout.co.uk	
Information security policy	None to date	
Records management policies (records retention, destruction and archive)	Follow SLCC Advice Note	
Data protection policies	None to date	
Schedule of charges for the publication of information)		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Held in office and at www.melkshamwithout.co.uk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)		
Register of members' interests	Held in office and online at www.melkshamwithout.co.uk with a link to the online register on Wiltshire Council website.	
Register of gifts and hospitality	Office	
Class 7 – The services we offer	(hard copy or website; some information may only be	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	available by inspection) Office	
Allotments	Hard copy available in office Minutes on www.melkshamwithout.co.uk	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Minutes of committees published on Melksham Without Parish Council website at www.melkshamwithout.co.uk	
Parks, playing fields and recreational facilities	Hard copy available in office Minutes on www.melkshamwithout.co.uk	
Seating, litter bins, clocks, memorials and lighting	Office	
Bus shelters	Office	
Markets	N/A	
Public conveniences- Joint funding only for the Market Place toilets (lead Council is Melksham Town)		
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Allotments & Bowerhill Sports Field & Pavilion	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Teresa Strange
 Clerk & Responsible Financial Officer
 Melksham Without Parish Council
 First Floor, Crown Chambers
 7 Market Place, Melksham
 Wiltshire, SN12 6ES
 Email: clerk@melkshamwithout.co.uk
 Tel: 01225 705700

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 @ ..1p per sheet (black & white)	Actual cost* + paper cost + element of staff time
	Photocopying @ ..10p per sheet (colour)	Actual cost + paper cost + element of staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority