

Information available from South Marston Parish Council under the Freedom of Information Act model publication scheme

Note: The council is permitted to impose reasonable costs for providing some information - see Schedule of Charges at end of the document

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
List of Council members and their responsibilities as well a list of Council Working Groups	Hardcopy or Website
Contact details for Parish Clerk and Council members (All initial contact via the Clerk)	Hardcopy or Website
Staffing structure	N/A
Class 2 – What we spend and how we spend it	

Annual Return form & report	Hardcopy or Website
Finalised budget	Hardcopy
Precept	Hardcopy
Financial Standing Orders and Regulations	Hardcopy or Website
Grants given and received	Hardcopy
List of current contracts awarded and value of contract	Hardcopy
Class 3 – What our priorities are and how we are doing	
Annual governance statement in format included in the Annual Return form	Hardcopy or Website
Annual Reports to Parish Meeting	Hardcopy or Website
Quality status	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A

Class 4 – How we make decisions	
Timetable of meetings	Hardcopy or Website
Agendas of Full Council meetings	Hardcopy or Website
Minutes of meetings - excludes material that is properly considered to be exempt from disclosure	Hardcopy or Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hardcopy or Website Website
Responses to consultation papers	Hardcopy or Website Website
Responses to planning applications	Hardcopy or SBC website
Bye-laws	Hardcopy or Website
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of Council business: Procedural standing orders	Hardcopy or Website

• Working group terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Some policies in this section not yet adopted – to be updated
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Data audit to be carried out – to be updated
Class 6 – Lists and Registers	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A

Assets register, including details of public land and building assets	Hardcopy or website
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hardcopy
Register of members' interests	SBC website
Register of gifts and hospitality	Hardcopy
Class 7 – The services we offer	
Allotments	Hardcopy
Community centres and village halls	Hardcopy
Parks, playing fields and recreational facilities	Hardcopy
Seating, litter bins, dog bins	Hardcopy
Agency agreements	Hardcopy
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	NONE
Additional Information	
Information not itemised in the lists above	

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	Hardcopy printing and photocopying @ 10p per A4 sheet	Cost of printing supplies
Website access	Access via website	Free
Postage	Costs to post 2 nd class	Actual cost of Royal Mail standard 2 nd class
Staff time	Time taken to retrieve and/or process requests	£25 per hour (min 30 minutes)
Statutory Fee	NONE	
Other	NONE	