

Chiseldon Parish Council. Freedom of Information.

Information available under the model publication scheme.



Information to be published	On website	Other Locations	Cost
Who we are and what we do	Councillor details – name and email address Committee members. Contact details for Parish Clerk – phone number & email	Parish Noticeboards. Office door at Chapel on Butts Road	Free
What we spend & how we spend it	Annual return forms for previous financial year	Can be viewed at office at Chapel on Butts Road	Free 10p per sheet paper copy
	Budget for current financial year.	Can be viewed at office at Chapel on Butts Road	As above
	Precept for current financial year	Can be viewed at office at Chapel on Butts Road	As above
	Financial Regulations	Can be viewed at office at Chapel on Butts Road	As above
		Grants given in the current financial year	Available to view at Council offices by appointment. 10p sheet paper copy
		List of contracts awarded and value of contract for the current financial year	As above.

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		Members allowances and expenses	As above
What our priorities are and how we are doing	(There is currently no Neighbourhood Plan) Minutes of all meetings	Spar noticeboard (High Street)	Free. 10p per sheet paper copy.
How we make decisions	Timetable of Parish council Meetings Agendas of all meetings & associated paperwork. Minutes of all meetings	Parish noticeboards at Spar (High Street) and in Badbury. Spar noticeboard (High Street) Spar noticeboard (High Street) Reponses to consultations and planning applications – available on request from the Parish Clerk	Free. 10p per sheet paper copy. Paper copies available at physical meetings As above. Free. 10p per sheet paper copy.
Our policies and procedures	Standing Orders Code of Conduct Financial Regulations Terms of Reference for Committees	Available to view at Parish Office by appointment Available from the Parish Clerk: Policies for Health & Safety	Free 10p per sheet paper copy Free via email

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		<p>Disciplinary Procedures</p> <p>Expenses</p> <p>Communications & Social Media</p> <p>Sickness and Absence</p> <p>Complaints</p> <p>Developer Communications (Currently being created)</p> <p>Equal Opportunities/Equality & Diversity</p> <p>Reserves</p> <p>Grants and Donations</p> <p>Petitions</p>	10p per page paper copy.
Lists and registers	Register of Interests	Link to Swindon Borough Council website for all Registers.	Free. 10 per page paper copy.
The services we offer		<p>Allotments – information from Parish Clerk</p> <p>Play areas and Recreational Facilities – information from Parish Clerk</p> <p>Seating, litter bins, dog waste bins, bus shelters and noticeboards – information from Parish Clerk</p> <p>Grass cutting, hedge cutting – information from Parish Clerk</p> <p>Burial and cremation plots – information from the Parish Clerk.</p>	

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Additional information		Visual maintenance checks of Castle View Play Area. Quarterly and Annual report from external inspection company. Reports from Facilities Management on Water safety and fire risk at Pavilion and Recreation Hall. Weekly maintenance checks of Recreation Hall and Pavilion. All available to view at Parish Office by appointment.	Free. 10p per sheet for paper copy.
Charges for this information: Photocopying information £0.10 per page Postage & packaging – full costs			
<ul style="list-style-type: none"> • Confirmation of payment due is to be given before the information is provided. • Payment may be requested prior to provision of the information 			
Review schedule: Annually			

Document created: August 2020

Approved: Scheduled for September 2020 Full Council meeting

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Next Review: September 2022

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