

Information available from Newton Toney Parish Council

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p><i>This will be current information only</i></p> <p>Who's who on the Council and its Committees (if any) with portfolio responsibilities Contact details (name, address, telephone number, email address for Parish Clerk only) Names (only) of Council members</p>	<p>Hard copy</p> <p>Website</p> <p>Parish Council noticeboard</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 Latest annual return form and report by auditor (website and hard copy) Finalised budget Precept Borrowing Approval letter Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses</p>	<p>Hard copy only unless otherwise indicated</p>
<p>Class 3 – What our priorities are and how we are doing Strategies and plans, audits, inspections and reviews Parish Plan (current and previous year) Annual Chairperson report to Annual Parish Meeting (current and previous year)</p>	<p>Hard copy</p> <p>Website</p>
<p>Class 4 – How we make decisions Decision making processes and records of decisions - <i>current and previous Council year as a minimum</i></p> <p>Timetable dates of meetings (Council, any sub-committee meetings)</p>	<p>Hard copy</p> <p>Website</p>

Agendas of meetings Minutes of meetings Responses to planning applications	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only of:</i> Policies and procedures for the conduct of Council business: Standing orders Committee and sub-committee terms of reference Code of Conduct Financial regulations	Hard copy
Class 6 – Lists and Registers <i>Currently maintained lists and registers only:</i> Any publicly available register or list Fixed assets register Register of members' interests	Hard copy or Wilts Council website <i>(some information may only be available by inspection)</i>
Class 7 – The services we offer - current information only Burial grounds and churchyards Village hall Parks, playing fields and recreational facilities Seating and litter bins Bus shelters A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy or website <i>(some information may only be available by inspection and/or hard copy)</i>

SCHEDULE OF CHARGES including requests under the Freedom of Information Act - This describes how the charges have been arrived at and are published as part of the above guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per hard copy sheet (black & white)	Actual cost *
	Photocopying @ 25p per hard copy sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Publication Scheme approved at the Newton Toney Parish Council meeting held on 8/7/2015

