



Abbots Ann Parish Council

Freedom of Information

In accordance with the Freedom of Information Act 2000 the Parish Council have adopted the 'Model Publication Scheme', without amendment, issued by the Information Commissioner's Office.

Information available from ABBOTTS ANN Parish Council under the model publication scheme.

| INFORMATION TO BE PUBLISHED | HOW THE INFORMATION CAN BE OBTAINED | COST |
|---|---|--|
| Class 1 – Who we are and what we do | | |
| (Organisational information, structures, locations, contacts) | Website: http://www.abbottsann.com/parish-council/ | Free |
| Who's who on the Council and its Committees | Website Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Contact details for Parish Clerk and Council members | Website Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Parish Office address | Website | Free |
| Staffing Structure | The Clerk/RFO is the Council's only employee | |
| Class 2 – What we spend and how we spend it | | |
| Annual Return Form | Website/Noticeboards Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Annual Statement of Accounts and Budget | Website Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Class 3 – What our priorities are and how we are doing | | |
| Chairman's Annual Report to Parish Assembly | Website Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Class 4 – How we make decisions | | |
| Timetable of meetings | Website and recorded on minutes | Free |
| Agenda and Minutes of Full Council and Committee Meetings | Website/Noticeboards Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Responses to Planning Applications | Recorded on minutes Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |



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| Class 5 – Our policies and procedures | | |
| Standing Orders Financial Regulations Internal Control Procedures Code of Conduct Data Protection Policy Freedom of Information Model Publication Scheme | Website Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Schedule of charges for the publication of information | See “Schedule of Charges” below. | |
| Class 6 – List and Registers | | |
| Asset Register | Website Hard copy – <i>contact Clerk</i> | Free £5.00 + 10p per A4 sheet |
| Register of members’ interests | Available to view on TVBC website: http://www.testvalley.gov.uk/aboutyourcouncil/electedrepresentatives/parishcouncils/abbotts-ann/ | Free |
| Class 7 – The services we offer | | |
| Burial Ground | <i>Contact Clerk for information</i> | |
| Play areas | <i>Contact Clerk for information</i> | |
| Seating, litter bins, dog waste bins | <i>Contact Clerk for information</i> | |
| A summary of services for which the council is entitled to recover a fee (e.g. burial fees) | <i>Contact Clerk for information</i> | |

Contact details:

Mrs C L Cotterell (Parish Clerk/RFO):

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SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|----------------------------------|---|------------------------|
| For each hard copy of a document | £5.00 inclusive of handling fee + 10p per A4 sheet. | Standing Charge |
| Postage | Included in handling fee. | |

Adopted: At Annual Meeting on 11th May 2017 – Minute Item 11c

Review date: May 2020