**Information available from East Chinnock Parish Council**

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| **Information to be published** | **How the information can be obtained** |
| **Class1 - Who we are and what we do**Contact details for the councillors and their areas of responsibilityContact details for the clerkThis will be current information only  | Available on website |
| **Class 2 – What we spend and how we spend it**Finalised budgetAnnual accountsAnnual Return documents | Available on website |
| Financial RegulationsThis is the current document | Available from clerk |
| **Class 3 – What our priorities are and how we are doing**Annual Report to ParishParish PlanThese are the current documents | Available on website |
| **Class 4 – How we make decisions**Timetable of meetingsMeeting AgendasMeeting MinutesMinutes not on the website are archived and the agendas are kept for 5 years | Available on website |
| Responses to consultationsReports to councillorsThese will be disposed of after 2 years | Available from clerk |
| **Class 5 – Our policies and procedures**Standing OrdersCode of ConductSub-committee Terms of ReferenceComplaints ProcedureHealth & Safety PolicyEquality & Diversity PolicyPrivacy NoticeThese are the current documents only | Available from clerk |
| **Class 6 – Lists and Registers**Assets RegisterCurrent register only | Available from clerk |
| Register of members’ interestsRegister of gifts and hospitalityCurrent documents only | SSDC website |

**Contact details:**

Maureen Randell email: ecparishcouncilclerk@yahoo.co.uk

Clerk to East Chinnock Parish Council Tel: 01935 507563

**SCHEDULE OF CHARGES**

Information held on the council website is free of charge and can be found at [www.ecparishcouncil.net](http://www.ecparishcouncil.net)

Information supplied electronically from the clerk is free of charge.

Hard copies of information supplied by the clerk will be at a cost of 10p per sheet. This is towards the cost of the paper, ink and clerk’s time.

**Information requested under the General Data Protection Regulations is free of charge**

Archived material may take some time to locate and will be subject to additional charges agreed at the time of request.

M. Randell April, 2016

 Agreed at council meeting on 9th May, 2016 under minute no. 31/16(ii)

Updated May, 2018