**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 responsibility  Contact details for the clerk  This will be current information only | Available on website |
| **Class 2 – What we spend and how we spend it**  Finalised budget  Annual accounts  Annual Return documents | Available on website |
| Financial Regulations  This is the current document | Available from clerk |
| **Class 3 – What our priorities are and how we are doing**  Annual Report to Parish  Parish Plan  These are the current documents | Available on website |
| **Class 4 – How we make decisions**  Timetable of meetings  Meeting Agendas  Meeting Minutes  Minutes not on the website are archived and the agendas are kept for 5 years | Available on website |
| Responses to consultations  Reports to councillors  These will be disposed of after 2 years | Available from clerk |
| **Class 5 – Our policies and procedures**  Standing Orders  Code of Conduct  Sub-committee Terms of Reference  Complaints Procedure  Health & Safety Policy  Equality & Diversity Policy  Privacy Notice  These are the current documents only | Available from clerk |
| **Class 6 – Lists and Registers**  Assets Register  Current register only | Available from clerk |
| Register of members’ interests  Register of gifts and hospitality  Current documents only | SSDC website |

**Contact details:**

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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