

West Tytherley, Frenchmoor and Buckholt Parish Council

Publication Scheme under the model publication scheme

Information available from West Tytherley, Frenchmoor and Buckholt Parish Council under the publication scheme devised and approved by the Information Commissioner.

Parishioner's questions raised at a Parish Council Meeting will normally be scheduled for discussion at the next Parish Council meeting. However:

If a written response is requested at the PC meeting, a response will be provided within 15 working days¹ of the date of the meeting. The Clerk, at his or her discretion, may still schedule the question for discussion by the Parish Council.

Written (letter or email) requests for information sought outside a Parish Council Meeting will be responded to within 15 working days of the date of receipt of the request by the Parish Clerk - to whom all requests this type should be addressed.

¹ Working days here refer to the days when the Parish Clerk would normally be available to undertake work on behalf of the Parish Council. Consequently, days when the Clerk is on holiday, travelling, or, working away from his, or her, home are not regarded as working days

It may not be possible to provide the information requested by a Parishioner within the 15-day self-imposed deadline for a wide variety of reasons. In this situation, the Parishioner will be informed within 15 days of a date by which the information can be provided or given a reason explaining why the information cannot be provided - e.g. it does not exist. The Parish Council's response will be published on the Parish Council website, subject to any legal or procedural constraints that might apply.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organizational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	None
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	None
Location of main Council office and accessibility details	Clerk's residential address is registered office See website Noticeboard	None
Staffing structure	N/A	N/A

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) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website	None
Items of Expenditure Above £100	Website	None
Finalized budget	Hard copy	10p/page
Precept	Hard copy	10p/page
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website	None
Grants given and received	Hard Copy	10p/page
List of current contracts awarded and value of contract	Hard copy	10p/page
Members' allowances and expenses	Clerk - inspection only, by arrangement	None

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	None
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Noticeboard	None
Agendas of meetings (as above)	Website/Noticeboard	None

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Noticeboard	None
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	None
Responses to consultation papers	Website	None
Responses to planning applications	Website (Minutes)	None
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website N/A Website Website Website	None N/A None None None

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>In preparation</p> <p>HALC/NALC Website</p> <p>In preparation</p> <p>N/A</p> <p>Website (This item)</p> <p>Website</p>	<p>None</p> <p>N/A</p> <p>None</p> <p>None</p>
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	HALC Guidelines	None
Data protection policies	Website	None
Schedule of charges (for the publication of information)	See below (website)	None
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicized; in most circumstances existing access provisions will suffice)	Electoral Register - inspection only by arrangement	None
Assets register	Website	None
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Under consideration	N/A
Register of members' interests	Wiltshire Council website	None
Register of gifts and hospitality	Clerk - inspection only, by arrangement	None
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	None

Seating, litter bins, clocks, memorials and lighting	Website Wiltshire Council Website	None None
Bus shelters	Website	None
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Council Website	Website	None
Facebook Notification Page (maintained on behalf of PC)	Clerk - inspection only, by arrangement (Access restricted to those on Electoral Register)	
Twitter Feed	N/A	
Ad Hoc Printing of other documents	Hard Copy	10p/page

Contact details:

Parish Clerk: Miss Sarah Bailey
Hillside
Tidworth Road
Boscombe Village
Salisbury
Wiltshire
SP4 0AE

Email: clerk@westtytherley-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/Printing @ 10p/sheet single-sided printing (black & white) @ 15p/sheet double-sided printing (if available)	Actual cost *
	Photocopying @ ..p per sheet (colour) Not Available	Actual cost * N/A
	Transport costs for printing (if not available in parish)	@ 45p/mile - standard government mileage rate
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Adopted by West Tytherley, Frenchmoor and Buckholt Parish Council: 8th June 2026

