

Michelmersh & Timsbury Parish Council

Freedom of Information

Information available from the Parish Council under the Model Publication Scheme

Adopted: 28 January 2009.

Clerk to Michelmersh & Timsbury Parish Council

Peter Buist

Silverlea

New Road

Timsbury

SO51 0NL

Tel: 01794 368061

Email: peterbuist@aol.com

Parish Council Web Site: www.michelmershandtimsbury.org

Information to be published	How and Where the Information can be obtained	Charge (see note 1).
Who we are and what we do. (Organisational information, locations and contacts, constitutional and legal governance).		
Parish Council Members and Committee Members.	Web site. Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Contact details for Parish Clerk and Council Members.	Web site. Village newsletter. Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Role of the Parish Council.	Web site. Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.

What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).		
Final Approved Budget.	Appended to minutes of meetings (on web site). Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Precept Request.	Hard copy from Clerk on written request.	£1.
Annual Return and Auditor's Report, (incl. Explanation of any significant variations from previous year).	Hard copy from Clerk on written request.	£1.
Summary Receipts and Payments Account.	Presented to Annual Parish Meeting. Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Supporting Notes to the Accounts.	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Accounts Book, Bank Statements & VAT records.	Viewed by prior arrangement with Parish Clerk.	No charge

What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews).		
Parish Plan	A Parish Plan has not been drafted.	
Annual Report to Annual Parish Meeting	Given verbally at Annual Parish Meeting. Summary contained in Minutes of Annual Parish Meeting. See Minutes of Meetings.	

How we make decisions. (Decision making processes and records of decisions). Current and previous year.		
Agenda of Meetings	Web site, Parish Notice Boards. Email attachment from Clerk on written request.	

	Hard copy from Clerk on written request.	£1.
Minutes of Meetings	Web site. Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Reports presented to Council meetings	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Responses to Planning Application	Contained in Minutes of Meetings – see above.	
Responses to Consultations	Contained in Minutes of Meetings – see above.	

Our policies and procedures. (Current written protocols, policies and procedures for delivering our services and responsibilities).		
Standing Orders	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Financial Regulations	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Freedom of Information Publication Scheme	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Risk Assessment	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Policy Documents on: Grants Donations Playground	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Employee's Job Description and Terms of Employments	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Village Design Statement	Available from Clerk	No Charge
Village Appraisal	Hard copy from Clerk on written request. (More than 10 pages).	Actual Cost

--	--	--

Lists and registers. (Currently maintained lists and registers only).		
Asset Register	Email attachment from Clerk on written request. Hard copy from Clerk on written request.	£1.
Councillors Declaration of Acceptance of Office	Hard copy from Clerk on written request.	£1.
Register of Members Interests	Contact Test Valley Borough Council	
Councillors Specific Declarations of Interests	See Minutes of Meetings.	
Recreation Ground Byelaws	Hard copy from Clerk on written request.	£1.

The services we offer. (Advice and guidance, including leaflets, and newsletters).		
Bi-Monthly Village Newsletter	Delivered free to all houses in the Parish.	
Village Directory	Delivered free to all houses in the Parish.	

Additional Information not included in the above sections		
Annual Playground Inspection Reports	Hard copy from Clerk on written request.	£1.

Notes:

1. Where the information is available from the web site or can be delivered electronically, there will be no charge. The Parish Council has very limited copying facilities and can produce up to 10 pages only if hard (printed) copy is required at the cost given in col. 3 this will include second class postage. In excess of 10 pages the costs will include actual photocopying cost, second class postage, staff and travel costs.