

Freedom of information

Information available from Lydiard Millicent Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website – www.lydiard-millicent.org.uk Hard copy – contact clerk	Free
Who's who on the Council and its Committees	Website Hard copy – contact clerk	Free 20p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk: Mrs. R Leckie 5 Lulworth Rd, Moredon, Swindon, SN25 3HF 01793 347509 Rosemary.leckie@ymail.com Chairman: Cllr TH Pepperall 66 Chestnut Springs Lydiard Millicent, Wilts SN5 3NB 01793 770734 tompep@lydmill.plus.com Vice Chairman: Cllr. JB Bennett 6 Forge Fields Lydiard Millicent, Wilts SN5 3WS 01793 770031 j_bennett@tiscali.co.uk Cllr. B Baker 18 Stone Lane Lydiard Millicent, Wilts SN5 3LD 01793 770085	

Cllr T Blackmore
New Manor House
Church Place
Lydiard Millicent, Wilts
SN5 3LS
01793 770786
07831863579
tim@blackmore.com

Cllr. S Burley
30 Stone Lane
Lydiard Millicent, Wilts
01793 771600
simon@heathercaravans.co.uk

Cllr. M Groom (also County
Councillor)
32 Chestnut Springs
Lydiard Millicent, Wilts
SN5 3NA
01793 770544
mollie.millicent@talktalk.net

Cllr. A Harris
Rose Hall
Washpool
Lydiard Millicent, Wilts
SN5 3PN
01793 772302

Cllr. A Pflieger
28 Park Lane
Lydiard Millicent, Wilts
SN5 3LY
01793 772192
alan.pflieger@btinternet.com

Cllr. B Quant
The Firs,
Common Platt
Lydiard Millicent
SN5 5JX
Brian.quant@btinternet.com

Cllr. K Thomas
3 The Orchard
Lydiard Millicent, Wilts
SN5 3NR
01793 772591
kenleyallan@yahoo.co.uk

Cllr. S Welch

	<p>Long Acres 34 Stone Lane Lydiard Millicent, Wilts SN5 3LD 01793 771921 simon.welch56@btinternet.com</p>	
Location of main Council office and accessibility details	<p>Mail and visitors by arrangement to: Mrs. R Leckie 5 Lulworth Rd, Moredon, Swindon, SN25 3HF</p> <p>Personal visitors: The Jubilee Club House Chestnut Springs Lydiard Millicent 10:00 to 12:00 Tues and Thurs except during school holidays, otherwise contact clerk.</p>	
Staffing structure	<p>Parish Clerk – directly employed. Groundsman – contractor.</p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy – contact clerk	20p/sheet
Annual return form and report by auditor	Hard copy – contact clerk	20p/sheet
Precept	Hard copy – contact clerk	20p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy – contact clerk	20p/sheet
Grants given and received	Hard copy – contact clerk	20p/sheet
List of current contracts awarded and value of contract	Hard copy – contact clerk	20p/sheet
Members' allowances and expenses	Hard copy – contact clerk	20p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	2005 only - Hard copy – contact clerk	20p/sheet

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact clerk	20p/sheet
Quality status		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact clerk	Free 20p/sheet Annual hard copy and Agendas £10
Agendas of meetings (as above)	Hard copy – contact clerk	20p/sheet Annual see above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free 20p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	20p/sheet
Responses to consultation papers	Hard copy – contact clerk	20p/sheet
Responses to planning applications	Hard copy – contact clerk	20p/sheet
Bye-laws	Wiltshire Council	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Standing Orders Hard copy – contact clerk	20p/sheet
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 (Clerks TORs) Code of Conduct (As per Standards Board for England – May 2007) Policy statements	Hard copy – contact clerk Hard copy – contact clerk Standards Board	20p/sheet 20p/sheet Free

Policies and procedures for the provision of services and about the employment of staff: (Clerks TORs and contract, Groundsmans contract and Recreation Field/JCH Agreement)	Hard copy – contact clerk	20p/sheet
Equality and diversity policy Health and safety policy (Risk assessments – JCH, Play Areas, Cemetery) Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact clerk	20p/sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	20p/sheet
Schedule of charges)for the publication of information)	Hard copy – contact clerk	20p/sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection – contact clerk	Free
Assets Register	Hard copy – contact clerk	20p/sheet
Register of members’ interests	Inspection – contact clerk	Free
Register of gifts and hospitality	Inspection – contact clerk	Free
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		
Allotments		
Burial grounds and closed churchyards	Hard copy – contact clerk	20p/sheet
Community centres and village halls (JCH)	Hard copy – contact clerk	20p/sheet
Parks, playing fields and recreational facilities	Hard copy – contact clerk	20p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	20p/sheet
Bus shelters	Hard copy – contact clerk	20p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact clerk	20p/sheet

Contact details: Contact clerk

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 @ 20p per sheet (black & white)	Actual cost * includes clerks time and expenses
	Photocopying @ 50p per sheet (colour)	Actual cost including Clerks time and expenses.
	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