

Information available from Ilton Parish Council under the model publication scheme

Information to be published

Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Who's who on the Council and its committees

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address, if used)

Location of main Council office and accessibility details – Ilton does not have a dedicated office/Clerk works from home

Staffing structure - currently the Clerk is the only member of staff

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

Annual return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Grants given and received

List of current contracts awarded and value of contract

Members' allowances and expenses

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report to Parish Meeting

Ilton does not have a Parish Plan or Neighbourhood Plan

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)

Agendas of meetings (as above)

Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.

Reports presented to Council meetings NB this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers

Responses to planning applications
Bye-laws (if any)

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>
<p>Policies and procedures for the conduct of Council business:</p> <p>Procedural Standing Orders & Financial Regulations Committee and sub-committee Terms of Reference Delegated authority in respect of officers Code of Conduct Co-option policy Privacy Notice/Data Protection policy Business Risk Assessment Policy statements</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Complaints procedure & Vexatious Complaints procedure (including those covering requests for information and operating the Publication Scheme) Grievance & Disciplinary policies Sickness Absence policy Expenses policy Social Media policy Grants policy</p>
Records management procedure (records retention, destruction and archive)
Schedule of charges (for the publication of information)

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
Assets Register
Register of members' interests
Register of gifts and hospitality (if any)

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>
Cemetery and closed churchyard (schedule of fees available)
Parks, playing fields and recreational facilities (schedule of fees available)
Seating, litter bins, dog bins, memorials and lighting

Bus shelter
Nature reserve (Brook Green)
Car park (Copse Lane)
Village Green

Much of the above information is available on the Parish Council website:

www.iltonparishcouncil.gov.uk

The Parish Council noticeboard is sited adjacent to the bus shelter in the village and contains meeting agendas, statutory notices and the annual Schedule of Meeting dates.

For copies of any other information, please contact the Clerk:

**Clerk to Ilton Parish Council
c/o Merryfield Hall, Cope Lane, Ilton, Somerset TA19 9HG
clerk@iltonparishcouncil.gov.uk**

SCHEDULE OF CHARGES

Documents will be provided by email where possible to reduce costs.
Hard copies will be provided @ 10p per sheet (black & white) plus postage.
An administration fee may be charged if appropriate.