

# CHERHILL PARISH COUNCIL

## Information available

Information published	Where the information can be obtained	Cost – if any Generally free of charge from the source indicated. Cost of printed items is shown below.
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	<a href="http://www.cherhill.org">www.cherhill.org</a> Parish Council Newsletter	
Contact details for Parish Clerk and Council members	<a href="http://www.cherhill.org">www.cherhill.org</a> Parish Council Newsletter	
Location of main Council office and accessibility details	<a href="http://www.cherhill.org">www.cherhill.org</a> Parish Council Newsletter	
Staffing structure	<a href="http://www.cherhill.org">www.cherhill.org</a>	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Precept	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Financial Standing Orders and Regulations	<a href="http://www.cherhill.org">www.cherhill.org</a>	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Annual Report to the Parish	<a href="http://www.cherhill.org">www.cherhill.org</a>	
<b>Class 4 – How we make decisions</b>		
Agendas of meetings	<a href="http://www.cherhill.org">www.cherhill.org</a> Village Notice Boards	
Minutes of meetings	<a href="http://www.cherhill.org">www.cherhill.org</a> Village Notice Boards	
Reports presented to council meetings	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Responses to consultation papers	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Responses to planning applications	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Policies and procedures for the provision of services	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Complaints and grievance procedure	In preparation	
Information security policy	In preparation	
Records management policies (records retention, destruction and archive)	In preparation	
Data protection policies	In preparation	
Schedule of charges for the provision of information	See end of document	

<b>Class 6 – Lists and Registers</b>		
Assets Register	<a href="http://www.cherhill.org">www.cherhill.org</a> Parish Clerk	
Disclosure log	Parish Clerk	
Register of members' interests	<a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a> Parish Clerk	
<b>Class 7 – The services we offer</b>		
Cherhill Council exercises the normal powers and accepts the normal responsibilities of a parish council. Specifically, the Council:		
Exercises husbandry over the items listed in the Asset register	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Consults on planning applications	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Determines and disburses the funds raised by the Precept	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Details tasks for the Parish Steward	Parish Clerk	
Facilitates and oversees volunteer efforts to maintain Rights of Way	<a href="http://www.cherhill.org">www.cherhill.org</a>	
Liases with Wilts Council and other local stakeholder organisations		

## Contact details:

### Cherhill Parish Clerk:

[clerk@cherhill.org](mailto:clerk@cherhill.org)

Mob: 07834-595528

## Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ <b>15p</b> per sheet (black & white)	Reimbursement of expense
	Photocopying @ <b>25p</b> per sheet (colour)	Reimbursement of expense
<b>Disbursement cost</b>	Printing @ <b>15p</b> per sheet (black & white)	Reimbursement of expense
	Printing @ <b>25p</b> per sheet (colour)	Reimbursement of expense
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class