

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.
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	www.cherhill.org Parish Council Newsletter	
Contact details for Parish Clerk and Council members	www.cherhill.org Parish Council Newsletter	
Location of main Council office and accessibility details	www.cherhill.org Parish Council Newsletter	
Staffing structure	www.cherhill.org	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	www.cherhill.org	
Precept	www.cherhill.org	
Financial Standing Orders and Regulations	www.cherhill.org	
Class 3 – What our priorities are and how we are doing		
Parish Plan	www.cherhill.org	
Annual Report to the Parish	www.cherhill.org	
Class 4 – How we make decisions		
Agendas of meetings	www.cherhill.org Village Notice Boards	
Minutes of meetings	www.cherhill.org Village Notice Boards	
Reports presented to council meetings	www.cherhill.org	
Responses to consultation papers	www.cherhill.org	
Responses to planning applications	www.cherhill.org	
Policies and procedures for the provision of services	www.cherhill.org	
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	

Class 6 – Lists and Registers		
Assets Register	www.cherhill.org Parish Clerk	
Disclosure log	Parish Clerk	
Register of members' interests	www.wiltshire.gov.uk Parish Clerk	
Class 7 – The services we offer		
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	www.cherhill.org	
Consults on planning applications	www.cherhill.org	
Determines and disburses the funds raised by the Precept	www.cherhill.org	
Details tasks for the Parish Steward	Parish Clerk	
Facilitates and oversees volunteer efforts to maintain Rights of Way	www.cherhill.org	
Liaises with Wilts Council and other local stakeholder organisations		

Contact details:

Cherhill Parish Clerk:

clerk@cherhill.org

Mob: 07834-595528

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Reimbursement of expense
	Photocopying @ 25p per sheet (colour)	Reimbursement of expense
Disbursement cost	Printing @ 15p per sheet (black & white)	Reimbursement of expense
	Printing @ 25p per sheet (colour)	Reimbursement of expense
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£50 per request plus £25 per hour	