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| **Information Available from Vale of Allen Parish Council under the Freedom of Information Act**  **(Group Council covering Hinton Martell, Witchampton, Moor Crichel, Long Crichel, Gussage St Michael and Gussage All Saints)** | | |
|  | **How the Information can be Obtained** | **Hard copies: contact Parish Clerk** |
| **Who we are and what we do** |  |  |
| List of Councillors and Membership of Committees | e-mail  Hard copy  Website | Y |
| Contact Details for Councillors and Parish Clerk | e-mail  Noticeboards  Website  Hard Copy | Y |
| Location of Council Office and Accessibility details | e-mail  Noticeboards  Hard copy | Y |
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| **What we spend and how we spend it** |  |  |
| Annual Return and Auditor’s Report | E-mail  Hard copy | Y |
| Finalised Budget | E-mail  Hard copy | Y |
| Precept | e-mail  Hard copy | Y |
| Grants given and received | e-mail |  |
| List of Current Contracts awarded and value of Contracts | Hard copy | Y |
| Members expenses | Hard copy | Y |
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| **What our priorities are and how we are doing** |  |  |
| Parish Council Reports & Annual Parish Meetings | e-mail  Hard copy | Y |
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| **How we make decisions** |  |  |
| Calendar of Meetings | e-mail  Noticeboards  Website  Hard copy | Y |
| Agendas of Meetings | e-mail  Website  Noticeboards & Library  Hard copy | Y |
| Minutes of Meetings | e-mail  Website  Library  Hard copy | Y |
| Reports presented to the Council | e-mail  Hard copy | Y |
| Council Responses to Consultation Papers | Hard copy | Y |
| Council Responses to Planning Applications | e-mail  Hard copy | Y |

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| **Our Policies and Procedures** |  |  |
| **Policies and procedures for the conduct of Council Business** |  |  |
| Procedural Standing Orders | e-mail  Hard copy | Y |
| Financial Regulations | e-mail  Hard copy | Y |
| Code of Conduct | e-mail  Hard copy | Y |
| Records Retention Policy | e-mail  Hard copy | Y |
| General Data Protection Policy | e-mail  Hard copy | Y |
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| **Policies and procedures for the provision of services** |  |  |
| Health and safety policy | e-mail  Hard copy | Y |
| Complaints procedures | e-mail  Hard copy | Y |
| Records Management policy | e-mail  Hard copy | Y |
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| **Lists and Registers** |  |  |
| Asset Register | e-mail  Hard copy | Y |
| Disclosure Log | Hard copy | Y |
| Register of members interests | Hard copy | Y |
| Register of gifts and hospitality | Hard copy | Y |
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| **The Services we offer** |  |  |
| Burial Grounds | e-mail |  |
| Playing field | e-mail |  |
| Seating | e-mail |  |
| Bus shelters | e-mail |  |
| Noticeboards | e-mail |  |
| Grit bins | e-mail |  |
| Fountain | e-mail |  |
| Community Awards Certificate | Website | Y |
| A summary of services for which the council is entitled to recover a fee, together with those fees. | e-mail |  |
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| **Schedule of charges** | **Description** | **Basis of charge** |
| Disbursement Cost | Photocopying @ 10p per sheet (Black & white) | Actual cost |
|  | Photocopying @ 55p per sheet (colour) | Actual cost |
|  | Postage | Royal Mail standard 2nd Class |
| Statutory Fees |  | In accordance with the relevant legislation |