



Information available under the model publication scheme Chevington Parish Council

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	Chevington Parish Council
Who's who on the Council and its Committees Cllr Mark Shurety [Chair] mark.shurety@chevingtonparishcouncil.gov.uk Cllr Pete Bleeze [Vice Chair] peter.bleeze@chevingtonparishcouncil.gov.uk Cllr Alistair McCormack alistair.mccormack@chevingtonparishcouncil.gov.uk Cllr Jo St Clair Roberts jostclair.roberts@chevingtonparishcouncil.gov.uk Cllr Peter Keegan peter.keegan@chevingtonparishcouncil.gov.uk	Website https://chevingtonparishcouncil.gov.uk/

<p>Cllr Jamie Robertson Neighbourhood Plan jamie.robertson@chevingtonparishcouncil.gov.uk Cllr Jeremy White Neighbourhood Plan jeremy.white@chevingtonparishcouncil.gov.uk</p> <p>Planning Committee as required Quorum 3 Members</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used) Chevington Parish Council Clerk /RFO All Councillor details are available on the website</p>	<p>clerk@chevingtonparishcouncil.gov.uk 07841343413 https://chevingtonparishcouncil.gov.uk/</p>
Location of main Council office and accessibility details	No Parish office
Staffing structure	Clerk /RFO
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Website for current year & immediate previous year
Finalised budget - 2026/27	Approval within approved minutes available on website
Precept - 2026/27	Within approved minutes available on website
Borrowing Approval letter	N/A currently
Financial Standing Orders and Regulations	Website
Grants given and received	Within approved minutes available on website

List of current contracts awarded and value of contract	Within approved minutes available on website
Members' allowances and expenses	Within approved minutes available on website
Class 3 – What our priorities are and how we are doing	
Parish Plan	
Emergency Plan	
Annual Report to Parish or Community Meeting	Within approved minutes available on website
Quality status	N/A
Local charters drawn up in accordance with DLHC guidelines	N/A
Class 4 – How we make decisions	
Timetable of meetings	Within approved minutes available on website
Agendas of meetings (as above) available 3 days prior to meetings	https://chevingtonparishcouncil.gov.uk/meetings/
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	https://chevingtonparishcouncil.gov.uk/meetings/
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Within approved minutes Written reports which may be presented at council available on request
Responses to consultation papers	Within approved minutes
Responses to planning applications	Within approved minutes available on website Responses are available on WSDC web site
Bye-laws	TBC

Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business: available on website Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Standing orders ~ available on website Financial Regulations ~ available on website No committees therefore no TOR Delegated authority to Clerk under Financial Regulations WSDC Code of conduct available on website
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	Within minutes where appropriate We endeavour to be transparent and open in providing information either by request or on the website
Information security policy	available on website
Records management policies (records retention, destruction and archive)	available on website
Data protection policies	available on website
Schedule of charges (for the publication of information)	N/A if through website or email request and available in suitable format

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk
Assets register	available on website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Contact Clerk. No FOI 's received in 2025/26
Register of members' interests	WSDC website and approved minutes
Register of gifts and hospitality	WSDC website and approved minutes
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	Contribution to Village Magazine Noticeboard Website
Allotments	N/A
Burial grounds and closed churchyards	https://chevingtonparishcouncil.gov.uk/chevington-parish-burial-ground/
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Detailed in asset register available on website
Bus shelters,	YES

Markets, Public conveniences, Agency agreements,	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	YES
<p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> <p>Contact details:</p> <p>We aim to make all information available on the Village website under Parish Council heading at</p> <p>https://chevingtonparishcouncil.gov.uk/</p>	<p>Please email Clerk/RFO if any further information is required.</p> <p>clerk@chevingtonparishcouncil.gov.uk</p>

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 @ .10p per sheet (black & white)	Actual cost *
	Photocopying @ .15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Information as per template from ICO