



Information available from Chilworth Parish Council under the Freedom of Information Act model publication scheme

Note: This document covers only information currently held by Chilworth Parish Council. If the council does not hold some of the information listed below, the document will mark it as 'not held' in the table.

Last update: July 2026

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Chilworth Parish Council, we provide a local parish council designed to be in the interest of the residents and visitors to Chilworth	On the parish website	Nil
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	On the parish website Nil	Nil
Postal and email address Contact details for Parish Clerk and Council members <i>Where possible, provide named contacts including contact phone numbers and email addresses</i>	On the parish website	Nil
Location of main Council office and accessibility details	C/O: 25 Chilworth Close Chilworth Southampton SO16 7JJ	Nil
Staffing structure	Clerk to Chilworth Parish Council	Nil

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year as a minimum</i>	On the parish website	Nil
Statement of accounts and internal audit report in the format included in the Annual Return form	On the parish website	Nil
Finalised budget	On the parish website	Nil
Precept	On the parish website	Nil
Borrowing Approval letter	Nil	Nil
All items of expenditure above £100	On the parish website	Nil
Financial Standing Orders and Regulations	On the parish website	Nil
Grants given and received	On the parish website	Nil
List of current contracts awarded and value of contract	On the parish website	Nil
Members' allowances and expenses	Members' do not have allowances or expenses, all costs involved by members are reimbursed on approval of the council.	Nil

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Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews <i>Current and previous year as a minimum</i>	The parish council undertakes its responsibilities in relation to planning applications and places any objections on the Test Valley Planning website and to take forward resident's complaints to relevant bodies. Other strategies are to maintain or improve existing facilities within the parish, comply with necessary audits and inspections, producing all results online.	Nil
Annual governance statement in format included in the Annual Return form	On the parish website	Nil
Parish Plan	The parish plan is to take forward parish projects in orderly stages as discussed at parish meetings and recorded in the parish minutes	Nil
Annual Report to Parish or Community Meeting	This is prepared for the Parish Meeting and held online	Nil
Quality status	N/A	Nil
Local charters drawn up in accordance with DLUHC's guidelines	Nil	Nil
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	On the Parish website	Nil

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Class 4 – How we make decisions Decision making processes and records of decisions <i>Current and previous council year as a minimum</i>	Decision making consist of copies of all parish meetings held on the parish website and email correspondence retained by the parish clerk	Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	All parish council meetings are listed on the parish website and consist of 18:30 start on the first Thursday evening of every month, any changes are advertised on the parish website	Nil
Agendas of meetings (as above)	Agendas are published to parish members during the week before each meeting	Nil
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	All minutes of parish meetings are recorded by the parish clerk, sent for checking within two days and published to parish members during the week before each subsequent meeting and approved or amended at the following meeting	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Nil at present	Nil
Responses to consultation papers	Nil at present	Nil
Responses to planning applications	All responses are sent online to Test Valley Council planning website, copies are held by the parish clerk	Nil
Bye-laws	Nil held by the parish council	Nil

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Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>	Held on the parish website	Nil
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	All held on the Parish website	Nil
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures <i>(including those covering requests for information and operating the publication scheme)</i>	Currently not required	Nil
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data	Recent planning applications and reports are held online by Test Valley BC, pre online facility documents are held for 10 years.	Nil

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sharing and CCTV usage) policies	Personal data of parish members is held for five years after retiring from the parish council	

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Class 6 – Lists and Registers <i>Currently maintained lists and registers only.</i>	Hard copies: some information may only be available by inspection	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	None held at present	
Assets register, including details of public land and building assets	Hard copies: some information may only be available by inspection	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	No FOIA and EIR requests to date, email questions are recorded and answered by the parish clerk	
Register of members' interests	Held on the Test Valley Borough Council website	
Register of gifts and hospitality	Not Applicable	

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	Parish Website Parish noticeboards Leaflet drops for important information Access to local WhatsApp groups Some information may only be available by inspection)	Nil
Allotments	Nil	
Burial grounds and closed churchyards	Nil	
Community centres and village halls	Chilworth Parish Hall is not owned by the parish council but is run by a charitable group	
Parks, playing fields and recreational facilities	Chilworth Village Green containing a children's play area, fitness trail and gardening club area	
Seating, litter bins, clocks, memorials and lighting	Selection of benches litter bins memorial on the village green. WW1 and 2 memorial, electricity for most of the residential area street lighting is paid for by the parish council	Nil
Bus shelters	One brick and tiled bus shelter	Nil
Markets	Nil	
Public conveniences	Nil	
Agency agreements	Nil	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Nil	

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Additional Information <i>Information not itemised in the lists above</i>	Anything else	

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 @ £1.00p per sheet (black & white)	Actual cost
	Photocopying @ £1.00p per sheet (colour)	Actual cost
	Document search @ £20 per hour or part thereof	Cost of parish clerk's time
	Postage *	Current actual cost of Royal Mail standard 2 nd class
Statutory Fee	Nil	If required this would be in accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

