

Information available from Hamsey Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost All pages are 50p per copy
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	(hard copy and/or website)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used / available)	(hard copy and/or website)	
Location of main Council office address and accessibility details	(hard copy and/or website)	
Staffing structure	(hard copy and/or website)	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	(hard copy and/or website)	
Finalised budget	Hard copy	
Precept	Hard copy	

Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	(hard copy and/or website)	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	Hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	
Quality status	X	
Local charters drawn up in accordance with DCLG guidelines	X	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy and/or website)	
Agendas of meetings (as above)	(hard copy and/or website)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	

Responses to consultation papers	(hard copy and/or website)	
Responses to planning applications	(hard copy and/or website)	
Bye-laws		
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	(hard copy and/or website)	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	(hard copy and/or website)	

Information security policy	(hard copy and/or website)	
Records management policies (records retention, destruction and archive)	(hard copy and/or website)	
Data protection policies	(hard copy and/or website)	
Schedule of charges (for the publication of information)	(hard copy and/or website)	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(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)	(hard copy and/or website)	
Assets Register	(hard copy and/or 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)	X	
Register of members' interests	(hard copy and/or website)	
Register of gifts and hospitality	(hard copy and/or website)	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	X	
Burial grounds and closed churchyards	X	
Community centres and village halls	(hard copy and/or website)	
Parks, playing fields and recreational facilities	(hard copy and/or website)	
Seating, litter bins, clocks, memorials and lighting	(hard copy and/or website)	

Bus shelters	(hard copy and/or website)	
Markets	X	
Public conveniences	(hard copy and/or website)	
Agency agreements	X	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	X	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs J.Toomey (Clerk to Hamsey Parish Council)
Bowling Green
Chiltington Lane
East Chiltington BN7 3QU

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 @ 50 p per sheet (black & white)	Actual cost 20p
	Photocopying @ 50p per sheet (colour)	Actual cost 30p
	Postage 80p per A4 letter	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	£20	A charge may be made for any commercial request to inspect council documents

- the actual cost incurred by the public authority

EXCLUSIONS

Core classes of Information

Employment Practice and Procedure

“Personal records” ie appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning documents

Copies of planning consultations, the Development Plan, Structure Plan, Local plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

Audit and Accounts

All commercially sensitive information eg quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender