

Information available from Headbourne Worthy Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website / Village Newsletter / Notice boards By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Village Newsletter / Notice boards. By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Location of main Council office and accessibility details	Website / Village Newsletter Copy available from Clerk	Free 10p per copy
Staffing structure		10p per copy
<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) Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy

Finalised budget	Copy available from Clerk	10p per copy
Precept	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	By appointment with Parish Clerk. Copy available from Clerk	10p per copy
Grants given and received	N/A	
List of current contracts awarded and value of contract	By appointment with Parish Clerk	10p per copy
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Local Area Design Statement (LADS) – Springvale Road	Website By appointment with Parish Clerk. Printed copy available from WCC	Free
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)	Website / Village Newsletter / Notice boards	
Agendas of meetings (as above)	Website / Notice boards. Copy available from Clerk	Free 10p per copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Responses to consultation papers	Website By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Responses to planning applications	Website / WCC Planning Dept. By appointment with Parish Clerk. Copy available from Clerk	Free 10p per copy
Bye-laws	N/A	
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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) Website) By appointment with Parish Clerk.) Copies available from Clerk))	Free))10p per) copy))
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		

Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	By Appointment with Parish Clerk	
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)	By Appointment with Parish Clerk	
Register of members' interests	By Appointment with Parish Clerk	
Register of gifts and hospitality	By Appointment with Parish Clerk	
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	By appointment with Parish Clerk.	
Bus shelters	By appointment with Parish Clerk.	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together	N/A	

with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
	Additional information not listed above may be requested in writing and all requests will be considered in accordance with the provisions of The Freedom of Information Act.	

Contact details:

Parish Clerk, Mrs Sheila Pearcey, Waterside Cottage, Worthy Road, Headbourne Worthy, Winchester. SO23 7JR.Tel 01962 880063
E mail: pearcey@globalnet.co.uk

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 10p
	Photocopying @ 15p per sheet (colour)	Actual cost 15p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority