

## Information available from Denmead Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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/noticeboard/Parish Scene Hard copy – contact Clerk	Free 25p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/noticeboard/Parish Scene Hard copy – contact Clerk	Free 25p/sheet
Location of main Council office and accessibility details	Website/noticeboard/Parish Scene Hard copy – contact Clerk	Free 25p/sheet
Staffing structure	Hard copy – contact Clerk	25p/sheet
<p><b>Class 2 – What we spend and how we spend it</b> (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 – contact Clerk	25p/sheet
Finalised budget	Hard copy – contact Clerk	25p/sheet
Precept	Hard copy – contact Clerk	25p/sheet
Borrowing Approval letter	Hard copy – contact Clerk	25p/sheet
Financial Standing Orders and Regulations	Hard copy available to view – contact Clerk	n/a
Grants given and received	Hard copy available to view – contact Clerk	n/a
List of current contracts awarded and value of contract		n/a
Members' allowances and expenses		n/a
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
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 Hard copy – contact Clerk	Free 25p/sheet
Quality status		n/a
Local charters drawn up in accordance with DCLG guidelines		n/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/noticeboard/Parish Scene Hard copy – contact Clerk	Free 25p/sheet

Agendas of meetings (as above)	Website/noticeboard Hard copy – contact Clerk	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 25p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy available to view – contact Clerk	n/a
Responses to consultation papers	Hardcopy available to view – contact Clerk	n/a
Responses to planning applications	Hardcopy available to view – contact Clerk	n/a
Bye-laws	Hard copy – contact Clerk	25p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	} } Hardcopy A4 loose leaf } documents available to view – } contact Clerk }	25p/sheet
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)	} Hardcopy A4 loose leaf } documents available to view – } contact Clerk } } }	25p/sheet
Information security policy	A4 loose leaf documents available to view	25p/sheet
Records management policies (records retention, destruction and archive)	A4 loose leaf documents available to view	25p/sheet
Data protection policies	A4 loose leaf documents available to view	25p/sheet
Schedule of charges (for the publication of information)	Available on request	n/a
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list Cemetery Records	Available to view – contact Clerk	n/a
Assets Register	Hardcopy A4 loose leaf document – available to view	25p/sheet
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)	Available to view – contact Clerk	n/a

Register of members' interests	Hardcopy A4 loose leaf document – available to view	25p/sheet
Register of gifts and hospitality		n/a
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not owned by Parish Council	n/a
Burial grounds and closed churchyards	Hardcopy A4 loose leaf document – available to view	n/a
Community centres and village halls	Not owned by Parish Council	n/a
Parks, playing fields and recreational facilities	Hardcopy A4 loose leaf document – available to view	
Seating, litter bins, clocks, memorials and lighting	Hardcopy A4 loose leaf document – available to view	
Bus shelters	Hardcopy A4 loose leaf document – available to view	n/a
Markets	Not run by parish Council	n/a
Public conveniences	Not owned by Parish Council	n/a
Agency agreements		n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		
Footpaths Guide	Booklet form	50p
Parish Scene	Delivered to all households	Free
Denmead Village Guise	Booklet	£1

**Contact details:** Tony Daniells, Clerk to the Council  
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Tel: 023 9224 7947 Fax: 023 9224 7943  
Website : [www.denmeadparishcouncil.co.uk](http://www.denmeadparishcouncil.co.uk)  
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#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

The council reserves the right to charge £25 per hour Administration Charge.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority