



Information available from Chineham Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost per sheet |
|---|-------------------------------------|----------------|
| <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) | 10p |
| Who's who on the Council and its Committees | Website/hard copy | 10p |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website/hard copy | 10p |
| Location of main Council office and accessibility details | Website/hard copy | NIL |
| Staffing structure | Website/hard copy | 10p |
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| 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 | (hard copy and/or website) | 10p |
| Annual return form and report by auditor | Hard copy – contact Clerk | 10p |
| Finalised budget | Hard copy – contact Clerk | 10p |
| Precept | Hard copy – contact Clerk | 10p |
| Borrowing Approval letter | N/A | N/A |
| Financial Standing Orders and Regulations | Hard copy – contact Clerk | 10p |
| Grants given and received | Hard copy – contact Clerk | 10p |
| List of current contracts awarded and value of contract | N/A | N/A |
| Members’ allowances and expenses | N/A | N/A |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | 10p |
| Parish Five Year Plan (current and previous year as a minimum) | Hard copy | 10p |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website/hard copy | 10p |
| Quality status | N/A | N/A |
| Local charters drawn up in accordance with DCLG guidelines | N/A | N/A |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council | (hard copy or website) | 10p |

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| year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website/hard copy | 10p |
| Agendas of meetings (as above) | Website/hard copy | 10p |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website/hard copy | 10p |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website/hard copy | 10p |
| Responses to consultation papers | Website/hard copy | 10p |
| Responses to planning applications | Website – see Planning Committee Minutes | 10p |
| Bye-laws | N/A | N/A |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | 10p |
| Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy – contact Clerk. Website Website/hard copy N/A | 10p |
| Policies and procedures for the provision of services and about the employment of staff: | | 10p |

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| 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) | Where policies are applicable, contact Clerk. Website/hard copy Website/hard copy | |
| Information security policy | Contact Clerk | To be agreed |
| Records management policies (records retention, destruction and archive) | Contact Clerk | To be agreed |
| Data protection policies | Contact Clerk | To be agreed |
| Schedule of charges)for the publication of information) | Website/hard copy | 10p |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | 10p where applicable |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | N/A | N/A |
| Assets Register | Contact Clerk | To be agreed |
| 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 | To be agreed |
| Register of members’ interests | Contact Monitoring Officer at BDBC | N/A |
| Register of gifts and hospitality | N/A | N/A |
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| 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 | (hard copy or website; some information may only be available by inspection) | 10p where applicable |
| Allotments | Contact Assistant Clerk | 10p where applicable and publicly available |
| Burial grounds and closed churchyards | N/A | N/A |
| Community centres and village halls | Contact Chineham Village Hall | N/A |
| Parks, playing fields and recreational facilities | Contact BDBC | N/A |
| Seating, litter bins, clocks, memorials and lighting | Contact BDBC | N/A |
| Bus shelters | Contact Clerk | 10p where applicable |
| Markets | N/A | N/A |
| Public conveniences | N/A | N/A |
| Agency agreements | N/A | N/A |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Contact Clerk | 10p where applicable |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | 10p where applicable |
| Please contact the Parish Clerk for anything not itemised in the list above | | |

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 @ 10p per sheet (colour) | Actual cost 10p |
| | Postage will be passed on | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation. |
| Other | | Additional administration charges may apply |
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Contact details:

Clerk to Chineham Parish Council, PO Box 6275, Basingstoke, Hants. RG22 4WJ

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