



## Eversley Parish Council

Freedom of Information Act 2000

**PUBLICATION SCHEME**

**Adopted: 15<sup>th</sup> May 2018**

**Review date: annually**

**Information available from Eversley Parish Council under the model publication scheme**

***There will be a flat rate fee of £10 in addition to the costs listed below***

<b>Information to be published</b>	<b>How can the information be obtained</b>	<b>Cost per sheet for hardcopies</b>
<p><b>Class 1 – Who we are and what we do</b> (Organisational Information, structure, 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 where applicable
Who's who on the Council and its Committees	Website/hard copy	10p where applicable
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	10p where applicable
Location of main Council office and accessibility details	Website/hard copy	10p where applicable
Staffing structure	Website/hard copy	10p where applicable
<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)	10p where applicable
Annual return form and report by auditor	Website/ Hard copy – contact Clerk	10p where applicable
Finalised budget	Website/ Hard copy – contact Clerk	10p where applicable
Precept	Hard copy – contact Clerk	10p where applicable
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website/ Hard copy – contact Clerk	10p where applicable
Grants given and received	Hard copy – contact Clerk	10p where applicable

List of current contracts awarded and value of contract	N/A	N/A
Members' allowances and expenses	Hard copy – contact Clerk	10p where applicable
<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)	10p where applicable
Parish Five Year Plan (current and previous year as a minimum)	Hard copy	10p where applicable
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy	10p where applicable
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions (current and previous council year as a minimum).	Website/hard copy	10p where applicable
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy	10p where applicable
Agendas of meetings (as above)	Website/hard copy	10p where applicable
Minutes of meetings (as above)	Website/hard copy	10p where applicable
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website/hard copy	10p where applicable
Responses to consultation papers	Website/hard copy	10p where applicable
Responses to planning applications	Website – see Planning Committee Minutes	10p where applicable
Bye-laws	N/A	N/A
<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)	10p where applicable
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy Statement	Website/Hard copy Website/hard copy Website/hard copy N/A	10p where applicable
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)	Where policies are applicable, contact Clerk  Website/hard copy Website/hard copy	10p where applicable
Information security policy	Contact Clerk	10p where applicable
Records management policies (records retention, destruction and archive)	Contact Clerk	10p where applicable
Data protection policies	Contact Clerk	10p where applicable
Schedule of charges (for the publication of information)	Website/hard copy	10p where applicable
<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)	10p where applicable

Any publically available register or list (if any are held this should be publicised; in most circumstance existing access provisions will suffice)	N/A	N/A
Assets Register	Contact Clerk	10p where applicable
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 HDC	N/A
Register of gifts and hospitality	N/A	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)	10p where applicable
Garden Plots	Contact Clerk	10p where applicable and publically available
Burial grounds and closed churchyards	(Hard copy or website; some information may only be available by inspection)	10p where applicable
Community centres and village halls	Contact Eversley Village Hall	N/A
Parks, playing fields and recreational facilities	Contact Clerk	10p where applicable
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	10p where applicable
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
<b>Additional Information</b> 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 this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		Additional administration charges may apply

Contact details:

Clerk to Eversley Parish Council, Eversley Parish Council, PO Box 1246, Yateley, Hants.

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