



Eversley Parish Council

Freedom of Information Act 2000

PUBLICATION SCHEME

Approved: 5th Feb 2021

Review date: annually

Information available from Eversley Parish Council under the model publication scheme

Information to be published	How can the information be obtained	Cost per sheet for hardcopies
<p>Class 1 – Who we are and what we do (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)	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Who's who on the Council and its Committees	Website/hard copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	As above
Location of main Council office and accessibility details	Website/hard copy	As above
Staffing structure	Website/hard copy	As above
<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)	As above
Annual return form and report by auditor	Website/ Hard copy – contact Clerk	As above
Finalised budget	Website/ Hard copy – contact Clerk	As above
Precept	Hard copy – contact Clerk	As above
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website/ Hard copy – contact Clerk	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are

		required, when the cost will be waived
Grants given and received	Hard copy – contact Clerk	As above
List of current contracts awarded and value of contract	N/A	N/A
Members’ allowances and expenses	Hard copy – contact Clerk	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	As above
Parish Five Year Plan (current and previous year as a minimum)	Hard copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions Decision making processes and records of decisions (current and previous council year as a minimum).	Website/hard copy	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy	Free
Agendas of meetings (as above)	Website/hard copy	Free
Minutes of meetings (as above)	Website/hard copy	Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website/hard copy	Free
Responses to consultation papers	Website/hard copy	Free
Responses to planning applications	Website – see Planning Committee Minutes	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Bye-laws	N/A	N/A
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)	Free
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	Free
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	Where policies are applicable, contact Clerk	Free

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)	Website/hard copy Website/hard copy	
Information security policy	Contact Clerk	Free
Records management policies (records retention, destruction and archive)	Contact Clerk	Free
Data protection policies	Contact Clerk	Free
Schedule of charges (for the publication of information)	Website/hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
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	Free
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	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Register of members' interests	Contact Monitoring Officer at HDC	N/A
Register of gifts and hospitality	N/A	N/A
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)	photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Garden Plots	Contact Clerk	where applicable and publicly available. photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Burial grounds and closed churchyards	(Hard copy or website; some information may only be available by inspection)	As above
Community centres and village halls	Contact Eversley Village Hall	N/A
Parks, playing fields and recreational facilities	Contact Clerk	where applicable and publicly available. photocopying cost at 15p per sheet, for black and white

		or colour, except where fewer than 50 sheets are required, when the cost will be waived
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	As above
Bus shelters	Contact Clerk	As above
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	where applicable and publicly available. photocopying cost at 15p per sheet, for black and white or colour, except where fewer than 50 sheets are required, when the cost will be waived
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		As above
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
Disbursement cost	Photocopying @ 10p per sheet (Black & white)	Actual cost * (waived)
	Photocopying @ 10p per sheet (colour)	Actual cost * (waived)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority

Contact details:

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

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Amendment Record

Version 1: Agreed May 2018

Version 2: Agreed May 2019

Version 3: Agreed Jan 2021

Version 4: Agreed Feb 2021