

Information Publication Scheme Part 1

Information available from Fawley 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>	(hard copy and/or website) Paper Copy from Clerk	Free 10p per Sheet
Who's who on the Council and its Committees	Website Newsletter Notice Boards Paper Copy from Clerk	Free Free Free 10p per Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter Notice Boards Paper Copy from Clerk	Free Free Free 10p per Sheet
Location of main Council office and accessibility details	Website Newsletter Notice Boards Paper Copy from Clerk	Free Free Free 10p per Sheet
Staffing structure	Paper Copy from Clerk	10p per Sheet
<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) Paper Copy from Clerk	Free 10p per Sheet
Annual return form and report by auditor	Website Paper Copy from Clerk	Free 10p per Sheet
Finalised budget	Website Paper Copy from Clerk	Free 10p per Sheet
Precept	Website Paper Copy from Clerk	Free 10p per Sheet
Borrowing Approval letter	Paper Copy from Clerk	10p per Sheet
Financial Standing Orders and Regulations	Website Paper Copy from Clerk	Free 10p per Sheet
Grants given and received	Website Paper Copy from Clerk	Free 10p per Sheet
List of current contracts awarded and value of contract	Paper Copy from Clerk	10p per Sheet

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Members' allowances and expenses	Website Notice Boards Paper Copy from Clerk	Free Free 10p per Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish Meeting (current and previous year as a minimum)	Paper Copy from Clerk	10p per Sheet
Quality status	Paper Copy from Clerk	10p per Sheet
Local charters drawn up in accordance with DCLG guidelines	Paper Copy from Clerk	10p per Sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Newsletter Notice Boards Paper Copy from Clerk	Free Free Free 10p per Sheet
Agendas of meetings (as above)	Website Newsletter Notice Boards Paper Copy from Clerk	Free Free Free 10p per Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meeting.	Website Paper Copy from Clerk	Free 10p per Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.	Website Paper Copy from Clerk	Free 10p per Sheet
Responses to consultation papers	Website Paper Copy from Clerk	Free 10p per Sheet
Responses to planning applications	Website Paper Copy from Clerk	Free 10p per Sheet
Bye-laws	Website Notice Board Paper Copy from Clerk	Free Free 10p per Sheet
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)	

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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 Paper Copy from Clerk	Free 10p per 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)	Website Paper Copy from Clerk	Free 10p per Sheet
Information security policy	Website Paper Copy from Clerk	Free 10p per Sheet
Records management policies (records retention, destruction and archive)	Website Paper Copy from Clerk	Free 10p per Sheet
Data protection policies	Website Paper Copy from Clerk	Free 10p per Sheet
Schedule of charges (for the publication of information)	Website Paper Copy from Clerk	Free 10p per Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Paper Copy from Clerk	10p per Sheet
Assets Register	Paper Copy from Clerk	10p per 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)	Paper Copy from Clerk	10p per Sheet
Register of members' interests	Paper Copy from Clerk	10p per Sheet
Register of gifts and hospitality	Paper Copy from Clerk	10p per Sheet

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)	
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Allotments	Website Paper Copy from Clerk	Free 10p per Sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Paper Copy from Clerk	Free 10p per Sheet
Parks, playing fields and recreational facilities	Website Paper Copy from Clerk	Free 10p per Sheet
Seating, litter bins, clocks, memorials and lighting	Paper Copy from Clerk	10p per Sheet
Bus shelters	Paper Copy from Clerk	10p per Sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Website Paper Copy from Clerk	Free 10p per Sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to the Parish Council
Gang Warily Recreation & Community Centre
Newlands Road
Fawley
Southampton
SO45 1GA

Tel: 02380-890761

Email clerk@fawleyparishcouncil.org.uk

Adopted by Full Council on 8th July 2015

Review at annual meeting in May 2016

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 *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		