

| Information to be published | How the information can be obtained | Cost |
|--|---|----------------------------|
| Class 1 - Who we are and what we do Current information only | (Hard copy and/or website) | |
| Who's who on the Council and its Committees | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website/hard copy from Clerk/Council notice board | Free/20p per A4 sheet/free |
| Location of main Council office and accessibility details | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Staffing structure | Hard copy from Clerk | 20p per A4 sheet |
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| Class 2 – What we spend and how we spend it Current and previous financial year as a minimum | (Hard copy and/or website) | |
| Annual return form and report by auditor | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Finalised budget | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Precept | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | Website/Hard copy from Clerk | Free/20p per A4 sheet |
| Grants given and received | Hard copy from Clerk | 20p per A4 sheet |
| List of current contracts awarded and value of contract | Hard copy from Clerk | 20p per A4 sheet |
| Members' allowances and expenses | Hard copy from Clerk | 20p per A4 sheet |
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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) | |
| Parish Plan | None | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Quality status | Not adopted | |

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| Local charters drawn up in accordance with DCLG guidelines | None | |
| Class 4 – How we make 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/hard copy from Clerk | Free/20p per A4 sheet |
| Agendas of meetings (as above) | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting. | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting. | Website/hard copy from Clerk (see minutes) | Free/20p per A4 sheet |
| Responses to consultation papers | Hard copy from Clerk | 20p per A4 sheet |
| Responses to planning applications | Website/hard copy from Clerk (see minutes) | Free/20p per A4 sheet |
| Bye-laws | N/A | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | (Hard copy or website) | |
| <u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website/hard copy from Clerk N/A N/A Website/hard copy from Clerk Website/hard copy from Clerk | Free/20p per A4 sheet Free/20p per A4 sheet Free/20p per A4 sheet |
| <u>Policies and procedures for the provision of services and about the employment of staff:</u> 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 | N/A Website/hard copy from Clerk Website/hard copy from Clerk Website/hard copy from Clerk Website/hard copy from Clerk | Free/20p per A4 sheet Free/20p per A4 sheet Free/20p per A4 sheet Free/20p per A4 sheet |

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| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Information Security policy | <i>Under development</i> | |
| Records management policies (records retention, destruction and archive) | <i>Under development</i> | |
| Data protection policies (See Privacy Notice) | <i>Under development</i> | |
| Schedule of charges (for the publication of information) | Website/hard copy from Clerk | Free/20p per A4 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) | | |
| Assets Register | Hard copy from Clerk | 20p per A4 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) | Hard copy from Clerk | 20p per A4 sheet |
| Register of members' interests | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Register of gifts and hospitality | Hard copy from Clerk | 20p per A4 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) | |
| Newsletters, Minstead Mail | Website/hard copy from Clerk | Free/20p per A4 sheet |
| Allotments | None | |
| Burial grounds and closed churchyards | None | |
| Community centres and village halls | None | |
| Parks, playing fields and recreational facilities | None | |
| Seating, litter bins, clocks, memorials and lighting | Hard copy from Clerk | 20p per A4 sheet |
| Bus shelters | Hard copy from Clerk | 20p per A4 sheet |
| Markets | None | |
| Public conveniences | None | |
| Agency agreements | None | |
| A summary of services for which the council is entitled to recover a fee, together with those fees | None | |

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| (e.g. burial fees) | | |
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| Additional Information Any information that is not itemised in the lists above | | |

Contact: [Clerk to Minstead Parish Council](#), Curtle Cottage, Minstead SO43 7HA

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 @ 20p per A4 sheet (black & white) | Actual cost * |
| | Photocopying @ 30p per A4 sheet (colour) | Actual cost * |
| | Postage | Actual cost * of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| Other | As Requested | Actual cost * |

* The actual cost incurred by the public authority.