

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> 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
<b>Class 2 – What we spend and how we spend it</b> 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
<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)	
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	

Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> 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	
<b>Class 5 – Our policies and procedures</b> (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

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
<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)	
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
<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)	
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	

(e.g. burial fees)		
<b>Additional Information</b> Any information that is not itemised in the lists above		

**Contact:** [Clerk to Minstead Parish Council](#), Agisters Cottage, Seamans Lane, Minstead, LYNDHURST, SO43 7FU

## 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
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	As Requested	Actual cost *

\* The actual cost incurred by the public authority.