



Information available to the public (as advised by the ICO model publication scheme) and schedule of charges

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Website)	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See 'Contact Details' Website	Free
Location of main Council office and accessibility details	See 'Contact Details' Website	Free
<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>	Minutes and Audit info on website	Free

Current and previous financial year as a minimum	Audit info on website	Free
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Minutes	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy or Minutes	Free or 10p/sheet
List of current contracts awarded and value of contract	Minutes	Free
Members' allowances and expenses	Website/minutes	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website	Free
Neighbourhood Plan	BDBC website	£2 or Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Minutes	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Posted 3 clear days before meetings on website.	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Minutes on website	Free

Responses to consultation papers	Hard Copy Email	10p/sheet Free
Responses to planning applications	Website	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website (Statutory documents)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website (Statutory documents)	
Records management policies (records retention, destruction and archive)	Website (Statutory documents)	Free
Data protection policies	Website (Statutory documents)	Free
Schedule of charges (for the publication of information)	See Schedule of Charges below	
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)	By appointment	
Assets register	Website	
Register of members' interests	Website- BDBC	
Register of gifts and hospitality	N/A	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, memorials and lighting	Website	Free
Bus shelters	Website	Free
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Village Design Statement 2002	Website	Free
Documents archived with Hampshire County Council Records Office	Please note that, in addition to the above historical information regarding East Woodhay Parish Council is available for retrieval.	Costs will be advised by HCC archive plus fuel cost for collection

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal. Please be aware that the post of Clerk to the Parish Council is part time and so correspondence may not be acknowledged straight away.

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 @£1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Fuel cost @0.45p per mile	HMRC
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
* the actual cost incurred by the public authority		