

**Information available from Wickham Parish Council under the model publication scheme adopted 17<sup>th</sup> November 2008** *Approved amendments 23<sup>rd</sup> March 2015 in red*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		Postage at current 2 <sup>nd</sup> Class rates to be charged as appropriate
Who's who on the Council and its Committees	Website Hard copy	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 Hard copy	Free 10p per sheet
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Website Hard copy	Free 10p per sheet
Precept	Website Hard copy	Free 10p per sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website	Free

	Hard copy	10p per sheet
Grants given and received	Website Hard copy	Free 10p per sheet
<del>List of current contracts awarded and value of contract</del>		
Members' allowances and expenses	Electronic Hard copy	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free £1.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet
<del>Quality status</del> <b>New scheme has superseded Quality Status</b>	<del>Hard copy</del>	<del>10p per sheet</del>
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Responses to consultation papers	Website	Free

	Hard copy	10p per sheet
Responses to planning applications	Website Hard copy	Free 10p per sheet
<del>Bye-laws</del>		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
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 Hard copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> <b>Equality and diversity policy (previously deleted, policy adopted 25<sup>th</sup> June 2012)</b> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> <del>Policies and procedures for handling requests for information</del> Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p per sheet
<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		

Data protection policies		
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per 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)	
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	Electronic copy Hard copy	Free 10p per sheet
<del>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)</del>		
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per 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		
Allotments		
Burial grounds and closed churchyards		
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities		
Seating, litter/dog bins, <b>clocks, memorials (previously deleted, we have a clock in The Square and a memorial in Knowle Cemetery), and lighting</b>	Hard copy	10p per sheet
Bus shelters		
Markets		
<del>Public conveniences</del>		

Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

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### 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per 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>		

\* the actual cost incurred by the public authority