



## Information available from Corhampton & Meonstoke Parish Council under the model publication scheme.

Approved May 2021

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	hard copy website	£1.00 £0
Who's who on the Council and its Committees	hard copy website	£1.00 £0
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address.	hard copy website	£1.00 £0
Location of main Council office and accessibility details	hard copy website	£1.00 £0
Staffing structure		



<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	hard copy website	£1.00 £0
Annual return form and report by auditor	hard copy website	£1.00 £0
Finalised budget	hard copy website	£1.00 £0
Precept	hard copy website	£1.00 £0
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	hard copy website	£1.00 £0
Grants given and received	hard copy website	£1.00 £0
List of current contracts awarded and value of contract	hard copy website	£1.00 £0
Members' allowances and expenses	hard copy website	£1.00 £0
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy website	£1.00 £0
Parish Plan (current and previous year as a minimum)	hard copy website	£1.00 £0
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy website	£1.00 £0
Quality status	N/A	



Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy	£1.00
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy website	£1.00 £0
Agendas of meetings (as above)	hard copy website	£1.00 £0
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy website	£1.00 £0
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy website	£1.00 £0
Responses to consultation papers	hard copy website	£1.00 £0
Responses to planning applications	hard copy website	£1.00 £0
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy website	£1.00 £0
Policies and procedures for the conduct of council business:  Procedural standing orders	hard copy website	£1.00 £0



Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures 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)	Contact the Clerk N/A  hard copy website	£1.00 £0
Information security policy	Contact the Clerk	
Records management policies (records retention, destruction and archive)	Contact the Clerk	
Data protection policies	hard copy website	£1.00 £0
Schedule of charges for the publication of information)	Contact the Clerk	
<b>Class 6 – Lists and Registers</b>	hard copy £1.00  or website £0 some information may only be	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		



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)	available by inspection	
Register of members' interests		
Register of gifts and hospitality		
<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)	hard copy £1.00 or website £0 some information may only be available by inspection	
Allotments.		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelter.		
A summary of services for which the council is entitled to recover a fee.		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Contact the Clerk	

**Contact details:**

Email: clerk.candm-pc.gov.uk

Mobile: 07960 122699

Address: West House Cottage, South Hill, Droxford, Southampton SO32 3PB



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..10p per sheet (black & white)	Actual cost *
	Photocopying @ £1.00per 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