



Information available from Bishop's Waltham Parish Council under the model publication scheme

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>	(hard copy or website)	
Who's who on the Council and its Committees	Website Hardcopy – contact Clerk	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 Hardcopy – contact Clerk	Free 10p per sheet.
Location of main Council office and accessibility details	Website Hardcopy – contact Clerk	Free

		10p per sheet.
Staffing structure	Website Hardcopy – contact Clerk	Free 10p per sheet.
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) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website Hardcopy – contact Clerk	Free 10p per sheet.
Finalised budget	Hardcopy – contact Clerk	10p per sheet.
Precept	Hardcopy – contact Clerk	10p per sheet.
Borrowing Approval letter	Hardcopy – contact Clerk	10p per sheet.
Financial Standing Orders and Regulations	Website Hardcopy – contact Clerk	Free 10p per sheet.
Grants given and received	Website Hardcopy – contact Clerk	Free 10p per

		sheet.
List of current contracts awarded and value of contract	Website Hardcopy – contact Clerk	Free 10p per sheet.
Members' allowances and expenses (if any)	Hardcopy – contact Clerk	10p per sheet.
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	 (hard copy or website)	
Parish Plan (current and previous year as a minimum)		N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (current year) Hardcopy (current & Previous year)	Free 10p per sheet.
Quality status		N/A
Local charters drawn up in accordance with DCLG guidelines		N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	 (hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Noticeboard Hardcopy – contact Clerk	Free 10p per sheet.
Agendas of meetings (as above)	Website/noticeboard Hardcopy – contact Clerk	Free 10p per

		sheet.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy – contact Clerk	Free 10p per sheet.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	At meetings Hardcopy – contact Clerk	Free 10p per sheet.
Responses to consultation papers	Hardcopy – contact Clerk	10p per sheet.
Responses to planning applications	Hardcopy – contact Clerk	10p per sheet.
Bye-laws	Hardcopy – contact Clerk	10p per sheet.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 Website Hardcopy Hardcopy Hardcopy	Free Free 10p per sheet. 10p per sheet. 10p per

		sheet.
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p>	<p>}</p> <p>}</p> <p>} 10p per sheet.</p> <p>}</p> <p>}</p> <p>10p per sheet.</p>
Information security policy	Hardcopy – contact Clerk	10p per sheet.
Records management policies (records retention, destruction and archive)	Hardcopy – contact Clerk	10p per sheet.
Data protection policies	Hardcopy – contact Clerk	10p per sheet.
Schedule of charges (for the publication of information)	Part of this document	N/A
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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) Cemetery Records	Contact WHCMC	N/A
Assets register	Hardcopy – contact Clerk	10p per 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)	N/A	
Register of members' interests	WCC	
Register of gifts and hospitality	WCC	
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)	
Allotments	BWGC	N/A
Burial grounds and closed churchyards	WHCMC	N/A
Community centres and village halls	Hardcopy – contact Clerk	
Parks, playing fields and recreational facilities	Hardcopy – contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Hardcopy – contact Clerk	
Bus shelters	Hardcopy – contact Clerk	
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy – contact Clerk	10p per sheet.
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Lindsay Edge, Clerk to the Council
 Parish Council Offices
 The Jubilee Hall
 Little Shore Lane
 Bishop's Waltham
 Hampshire
 SO32 1ED
 Tel: 01489 892323 Fax 01489 891444
 Website:
 Email:

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority