



## Information available from South Warnborough Parish Council under the model publication scheme

The Parish Council publishes information pro-actively on the parish website ([www.southwarnborough.net](http://www.southwarnborough.net)). The type of information on the website is specified below. In addition, other information is available to the public and the Parish Council will provide an initial response to a valid written request for information within 20 working days. This response will confirm whether it holds information within the scope of the request, any legally specified limits to the disclosure of the information and the cost of providing the available information. Once payment of the specified cost has been received, the Parish Council will provide the information within the statutory time limits.

<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; contacts).Current information only		
Who's who on the Council and its Committees	website	nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	nil
Location of main Council office and accessibility details	No Council office	N/A
Staffing structure	Sole employee – Parish Clerk	N/A

<b>Class 2 – What we spend and how we spend it</b> (Financial information: projected and actual income and expenditure; procurement; contracts; financial audit) Current & previous financial yr		
Annual return form and report by auditor	website	nil
Finalised budget	website	nil
Precept	website	nil
Borrowing Approval letter	None	N/A
Financial Standing Orders and Regulations	website	nil
Grants given and received	hard copy	See below
List of current contracts awarded and value of contract	website	nil
Members' allowances and expenses	website (see budget)	nil
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current & previous yr	(hard copy or website)	
Parish Plan (current and previous yr)	hard copy	See below
Annual Report to Parish or Community Meeting (current & previous yr )	website	nil
Quality status	None	N/A
Local charters drawn up in accordance with DCLG guidelines	None	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current & previous council yr	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website	nil
Agendas of meetings (as above)	website & noticeboard	nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website	nil

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	hard copy	See below
Responses to consultation papers	hard copy	See below
Responses to planning applications	Hart District Council website	nil
Bye-laws	None	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 or website)	
Policies and procedures for the provision of services and about the employment of staff:	None	N/A
Internal instructions to staff and policies relating to the delivery of services	None	N/A
Equality and diversity policy	None	N/A
Health and safety policy	None	N/A
Recruitment policies (including current vacancies)	None	N/A
Policies and procedures for handling requests for information	This document	nil
Complaints procedures (including those covering requests for information and operating the publication scheme)	website website	nil nil
Information security policy (see data protection)	website	See below
Records management policies (records retention, destruction and archive)	hard copy	See below
Data protection policies	website	nil
Schedule of charges (for the publication of information)	This document	nil

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy/website)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Burial Register	hard copy	See below
Assets register	website	nil
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)	Not held	nil
Register of members' interests	website	nil
Register of gifts and hospitality	None	nil
<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 only	(hard copy or website)	
Allotments	None	N/A
Burial grounds and closed churchyards	website	nil
Community centres and village halls	None	N/A
Parks, playing fields and recreational facilities	hard copy	See below
Seating, litter bins, clocks, memorials and lighting	hard copy	See below
Bus shelters	hard copy	See below
Markets	None	N/A
Public conveniences	None	N/A
Agency agreements	None	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – Burial Ground	website	nil
<b>Additional Information</b>		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	N/A
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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.

<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 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation (SI. 3244)
<b>Other</b>	Nil	

\* the actual cost incurred by the public authority