

Information available from Hampstead Norreys 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	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	N/A
Location of main Council office and accessibility details	N/A	N/A
Staffing structure	N/A	N/A
<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> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	N/A

Finalised budget	Website	N/A
Precept	Website	N/A
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website	N/A
Grants given and received	Website	N/A
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/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)	Website	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	N/A
Quality status	Not applied for	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	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	N/A
Agendas of meetings (as above)	Website	N/A

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	N/A
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	N/A
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Website	N/A
Bye-laws	N/A	N/A
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 Hard copy Hard copy Website Hard copy	N/A 10p/sheet 10p/sheet N/A 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy	Hard copy (where applicable)	10p/sheet

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)		
Information security policy	Hard copy	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet
Data protection policies	Website	N/A
Schedule of charges (for the publication of information)	Website	N/A
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)	Website	N/A
Assets register	Website	N/A
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	N/A
Register of members' interests	Website	N/A
Register of gifts and hospitality	Website	N/A
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	Website	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website	N/A
Seating, litter bins, clocks, memorials and lighting	Website	N/A
Bus shelters	Website	N/A
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)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
 Clerk to Hampstead Norreys Parish Council
 Wilkins Centre
 Burrell Road
 Compton
 Newbury
 RG20 6NP

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 @ 10p per sheet (colour)	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