



Information available from Swanmore 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>	<p>(hard copy or website) Hard copy available from The Clerk</p>	
Who's who on the Council and its Committees	Website Hard copy	Free £1
Contact details for Parish Clerk and Council members	Website Hard copy	Free £1
Location of main Council office and accessibility details	Website Hard copy	Free £1
Staffing structure	Website	Free

	Hard copy	£1
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 Hard copy Website	Free £1
Finalised budget	Website Hard copy Website	Free £1
Precept	Website Hard copy	Free £1
Borrowing Approval letter	Website Hard copy	Free £1
Financial Standing Orders and Regulations	Website Hard copy	Free £1
Grants given and received	Website Hard copy	Free £1
List of current contracts awarded and value of contract	Website Hard copy	Free £1
Members' allowances and expenses	Website Hard copy	Free £1
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 Hard copy	Free £1
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free

	Hard copy	£1
Quality status	N/A	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/noticeboard Hard copy	Free £1
Agendas of meetings (as above)	Website/Noticeboard Hard copy	Free £1
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free £1
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	At meetings Hard copy	Free £1
Responses to consultation papers	Hard copy	£1
Responses to planning applications	Hard copy	£1
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 Website Hard copy Hard copy Hard copy	Free Free £1 £1 £1
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 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)	Hard copy Hard copy Hard copy Hard copy Hard copy	£1 each
Information security policy	Hard copy	£1
Records management policies (records retention, destruction and archive)	Hard copy	£1
Data protection policies	Hard copy	£1
Schedule of charges (for the publication of information)	See below	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)	Cemetery records West Hoe Cemetery Joint C'mttee	N/A
Assets register	Hard copy	£1

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	Winchester City Council	
Register of gifts and hospitality	Winchester City Council	
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	N/A	N/A
Burial grounds and closed churchyards	West Hoe Cemetery Joint C'mtee	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Hard Copy – Plan	£1
Seating, litter bins, clocks, memorials and lighting	Hard Copy – Plan	£1
Bus shelters	Hard Copy - Plan	£1
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)	Website Hard copy	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details: The Clerk to the Council
 Suite C, Hollythorns House

New Road
 Swanmore, Southampton
 SO32 2NW
 Tel: 01489 890651
 Email: Clerk@swanmorepc.org.uk

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 @ 5p 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	Administration cost	Staff time

* the actual cost incurred by the public authority