

**INFORMATION AVAILABLE FROM HAZLEMERE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME
DECEMBER 2011**

Class1 - Who we are and what we do <u>Organisational information, structures, locations and contacts</u> <u>Current information only</u>	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per page
Location of main Council office and accessibility details	Website Hard Copy	Free 10p per page
Staffing structure	Hard copy	10p per page

Class 2 – What we spend and how we spend it <u>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</u> <u>Current and previous financial year as a minimum</u>	How the information can be obtained	Cost
Annual return form and report by auditor	Website	Free
	Hard Copy	10p per page
Finalised budget	Website	Free
	Hard Copy	10p per page
Precept	Website	Free
	Hard Copy	10p per page
Borrowing Approval letter	Website	Free
	Hard Copy	10p per page
Financial Standing Orders and Regulations	Website	Free
	Hard Copy	10p per page
Grants given and received	Website	Free
	Hard Copy	10p per page

Class 2 – What we spend and how we spend it <u>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</u> <u>Current and previous financial year as a minimum</u>	How the information can be obtained	Cost
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p per page
Members' allowances and expenses	Website Hard Copy	Free 10p per page

Class 3 – What our priorities are and how we are doing <u>Strategies and plans, performance indicators, audits, inspections and reviews</u>	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish (current and previous year as a minimum)	Website Hard Copy	Free 10p per page
Quality status	N/A	

Class 3 – What our priorities are and how we are doing <u>Strategies and plans, performance indicators, audits, inspections and reviews</u>	How the information can be obtained	Cost
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions <u>Decision making processes and records of decisions. Current and previous Council year as a minimum</u>	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per page
Agendas of meetings (as above)	Website Hard Copy	Free 10p per page
Minutes of meetings (as above), this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per page
Reports presented to Council Meetings, this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per page

Class 4 – How we make decisions <u>Decision making processes and records of decisions</u> <u>Current and previous Council year as a minimum</u>	How the information can be obtained	Cost
Responses to consultation papers	Website Hard Copy	Free 10p per page
Responses to planning applications	Website Hard Copy	Free 10p per page
Bye-laws	Website Hard Copy	Free 10p per page

Class 5 – Our policies and procedures <u>Current written protocols, policies and procedures for delivering our services and responsibilities</u> <u>Current information only</u>	How the information can be obtained	Cost
<u>Policies and procedures for the conduct of Council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p per page

Class 5 – Our policies and procedures <u>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only</u>	How the information can be obtained	Cost
<u>Policies and procedures for the provision of services and about the employment of staff:</u> 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	Website Hard Copy	Free 10p per page
Information security policy	Website Hard Copy	Free 10p per page
Records management policies inc records retention, destruction and archive	Website Hard Copy	Free 10p per page
Data protection policies	Website Hard Copy	Free 10p per page

Class 5 – Our policies and procedures <u>Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only</u>	How the information can be obtained	Cost
Schedule of charges for the publication of information	Website	Free
	Hard Copy	10p per page

Class 6 – Lists and Registers <u>Currently maintained lists and registers only</u>	How the information can be obtained	Cost
Any publicly available register or list if any are held this should be publicised; in most circumstances existing access provisions will suffice	Inspection at Council Offices	Free
Assets Register	Website	Free
	Hard Copy	10p per page
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	Inspection at Council Offices	Free
Register of gifts and hospitality	Inspection at Council Offices	Free

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	How the information can be obtained	Cost
Allotments	Inspection at Council Offices	
Burial grounds and closed churchyards	Inspection at Council Offices	
Community centres and village halls	Inspection at Council Offices	
Parks, playing fields and recreational facilities	Inspection at Council Offices	
Seating, litter bins, clocks, memorials and lighting	Inspection at Council Offices	
Bus shelters	Inspection at Council Offices	
Markets	N/A	
Public conveniences	N/A	

Class 7 – The services we offer	How the information can be obtained	Cost
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Inspection at Council Offices	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

CONTACT DETAILS:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	The actual cost incurred by the public authority
	Postage depending on weight and size	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)