

Information available from Breamore Parish Council under the 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>		
Who's who on the Council and its Committees	Website Hard copy-contact clerk	Free 10p per sheet + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board (Ongoing) Hard copy-contact clerk	Free Free 10p per sheet + postage
Location of main Council office and accessibility details	Website Notice board (Ongoing) Hard copy-contact clerk	Free Free 10p per sheet + postage
Staffing structure	Website Hard copy-contact clerk	Free 10p per sheet + postage

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<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>		
Annual return form and report by auditor	Website Hard copy- contact clerk	Free 10p per sheet + postage
Finalised budget	Website Hard copy - contact clerk	Free 10p per sheet + postage
Precept	Minutes-website Hard copy - contact clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Website Hard copy - contact clerk	Free 10p per sheet + postage
Grants given and received	Hard copy - contact clerk Minutes-website	10p per sheet + postage Free
Members' allowances and expenses	Minutes-website Hard copy - contact clerk	Free 10p per sheet + postage
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan, if any	Hard copy – contact clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy - contact clerk	Free 10p per sheet + postage

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard Hard copy - contact clerk	Free Free 10p per sheet + postage
Agendas of meetings (as above)	Website Noticeboard Hard copy - contact clerk	Free Free 10p per sheet + postage
Minutes of meetings (as above) – NB: this will exclude information that is held in Closed Session.	Website Hard copy - contact clerk	Free 10p per sheet + postage
Reports presented to council meetings	Website, if available Hard copy - contact clerk	Free 10p per sheet + postage
Responses to consultation papers	Website, if available Hard copy - contact clerk	Free 10p per sheet + postage
Responses to planning applications	Planning Authority Website Hard copy - contact clerk	Free 10p per sheet + postage
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
Policies and procedures for the conduct of council business: Procedural standing orders	Website	Free

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Code of Conduct	Hard copy - contact clerk Website Hard copy - contact clerk	All 10p per sheet + postage Free All 10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information (Ongoing) Complaints procedures (including those covering requests for information and operating the publication scheme) (Ongoing)	Hard copy - contact clerk Website Hard copy - contact clerk Website Hard copy - contact clerk	10p per sheet + postage Free All 10p per sheet + postage Free All 10p per sheet + postage
Records management policies (records retention, destruction and archive)	Hard copy - contact Clerk or HCC records office	10p per sheet + postage
Data protection policies (Ongoing)	Website Hard copy - contact clerk	Free 10p per sheet + postage
Schedule of charges (for the publication of information)	Website Hard copy - contact clerk	Free 10p per sheet + postage
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website Hard copy - contact clerk	Free 10p per sheet + postage

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Register of members' interests	Website Hard copy - contact clerk / NFDC	Free 10p per sheet + postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

Contact details:

Mrs Vicky Eden
24 Lyster Road
Fordingbridge
SP61QY

Tel: 01425 655707 Email parish.clerk@breamore.gov.uk Web: www.breamore.gov.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 @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 10 p per sheet (colour)	Actual cost*
	Postage- actual cost of postage charged by Royal mail	Actual cost of Royal Mail standard 2 nd class LARGE PARCEL DEPENDANT ON WEIGHT
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Adopted on _____