

## Information available from Headley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost including VAT
<p><b>Class1 - Who we are and what we do</b>            Headley Parish Council            Parish Office            Arford Rd            Headley, Bordon            GU35 8LJ</p>	<p><a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>Email and hard copy available from the Parish Office</p> <p>Available on the Parish Council's website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a></p>	<p>10p per A4 page</p>
<p>Contact details for Parish Clerk and Council members            Parish Office            Arford Rd            Headley, Bordon            GU35 8LJ</p>	<p>Contact details are on all Email correspondence from the Clerk &amp; Executive Officer.</p> <p>Also available on the Parish Council's website: <a href="http://www.headleyparish.com">www.headleyparish.com</a></p>	<p>10p per A4 page</p>
<p>Open to the public: Monday Tuesday, Wednesday and Friday 0900 - 1300</p>		
<p>Staffing structure: Clerk &amp; Executive Officer            Responsible Finance Officer (RFO)            Playground Monitor            Office Cleaner</p>		

<b>Class 2 – What we spend and how we spend it</b>	Previous year's accounts on: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	
	Email and hard copies available on request from the Parish Office.	10p per A4 page
Annual return form and report by auditor	The Annual Return and Auditors reports are available on the Parish website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	
	Email and hard copies available on request from the Parish Office.	10p per A4 page
Finalised budget	Email or hard copies available on request from the Parish Office.	10p per A4 page
	Finalised budgets are available on the Parish Council's website. <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	
Precept (The Parish Precept is the amount of funding the Council requires to undertake all its activities. East Hants District Council collects the parish precept as part of the annual Council Tax charge for each property).	The precept is available on the Parish Council's website. <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	
	Also available on request from the Parish Office by email or hard copy.	10p per A4 page
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available on the Parish Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Grants given and received	Available on the Parish Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	
	Email and hard copies available by on request from the Parish Office.	10p per A4 page
List of current contracts awarded and value of contract	Email and hard copies available on request from the Parish Office.	10p per A4 page

Members' allowances and expenses	Details available by email or hard copy on request from the Parish Office.	10p per A4 page
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copies available on request from the Parish Office.	Free + postage while stocks last
Annual Report to Annual Assembly Meeting	Available on the Parish Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a> Hard copies available on request from the Parish Office.	Free + postage while stocks last
Local Council Award Scheme	Council related documents available by email or hard copy on request from the Parish Office.  Scheme information available on the NALC website <a href="http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme">http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme</a>	10p per A4 page
Local charters drawn up in accordance with Department of Communities and Local Government (DCLG) guidelines	Currently not applicable	

<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email and hard copies available on request from the Parish Office.  Also available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Agendas of meetings (as above)	Available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a> prior to the meeting.	10p per A4 page
Minutes of meetings (as above) – note this will exclude exempt information.	Email and hard copies available on request from the Parish Office.  Also available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Reports presented to council meetings – note this will exclude exempt information.	Email and hard copies available on request from the Parish Office.  Also available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Responses to consultation papers	Email and hard copies available on request from the Parish Office.	10p per A4 page
Responses to planning applications	Copies of minutes available by email on request from the Parish Office.  Planning Minutes available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page

Bye-laws	Hard copies available on request from the Parish Office.	10p per A4 page
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	Emails and hard copies available on request.  Also available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Policies that are current are available on the parish website: <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>  Emails and hard copies available on request.	10p per A4 page
Information security policy	Not applicable	

Records management policies (records retention, destruction and archive)	Hard copies available on request.  Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Data protection policies	Registration details available on request from the Parish Office.  Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Schedule of charges (for the publication of information)	Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>  Email and hard copies available on request.	10p per A4 page
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 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)	Currently not applicable	
Register of members' interests	Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Register of gifts and hospitality	Currently not applicable.	10p per A4 page

<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Email copies available on request from the Parish Office.	10p per A4 page
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	10p per A4 page
Parks, playing fields and recreational facilities	Information available by email and hard copy on request from the Parish Office.  Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	10p per A4 page
Seating, litter bins, clocks, memorials and lighting	Email and hard copies available on request from the Parish Office.	10p per A4 page
Bus shelters	Information relating to location and cleaning schedule available on request from the Parish Office.	10p per A4 page
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	The Council's fees and charges are Published on the Council's website <a href="http://www.headleypc.co.uk">www.headleypc.co.uk</a>	

<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

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GU35 8LJ  
T 01428 713132  
E [clerk@headleypc.co.uk](mailto:clerk@headleypc.co.uk)  
W [www.headleypc.co.uk](http://www.headleypc.co.uk)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost approximately 10p
	Photocopying @ 20p per A4 sheet (colour)	Actual cost approximately 20p
	Photocopying @ 20p per A3 sheet (black & white)	Actual cost approximately 20p
	Photocopying @ 40p per A3 sheet (colour)	Actual cost approximately 20p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Any information for which HPC is legally authorised to charge	Actual cost