

Information available from **HURSLEY** **PARISH COUNCIL** under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	www.hursleypc.org.uk	Free
Contact details for Parish Clerk and Council members	www.hursleypc.org.uk	Free
Location of main Council office and accessibility details	www.hursleypc.org.uk	Free
Staffing structure	Clerk / RFO	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	www.hursleypc.org.uk	Free

Statement of accounts and internal audit report in the format included in the Annual Return form	Clerk	Free
Finalised budget	www.hursleypc.org.uk	Free
Precept	www.hursleypc.org.uk	
Financial Standing Orders and Regulations	www.hursleypc.org.uk	Free
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	
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		
Annual governance statement in format included in the Annual Return form	www.hursleypc.org.uk	
Annual Report to Parish or Community Meeting	www.hursleypc.org.uk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of Council meetings	Second Monday bi- monthly starting in January	
Agendas of meetings (as above)	www.hursleypc.org.uk	

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	www.hursleypc.org .uk	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Clerk	£12.16 ph
Responses to consultation papers	Clerk	£12.16 ph
Responses to planning applications	Clerk	£12.16 ph
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Clerk	£12.16 ph
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Clerk / website	£12.16 ph
Records management, personal data and access to information policies	Clerk	£12.16ph

Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Clerk	£12.16 ph
Assets register, including details of public land and building assets	Clerk	£12.16 ph
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Clerk	£12.16 ph
Register of members' interests	www.hursleypc.org.uk link to WCC	
Register of gifts and hospitality	Clerk	£12.16 ph
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		
Allotments	Clerk /www.hursleypc.org.uk	
Burial grounds and closed churchyards	Clerk /www.hursleypc.org.uk	
Community centres and village halls	Clerk /www.hursleypc.org.uk	
Parks, playing fields and recreational facilities	Clerk /www.hursleypc.org.uk	
Seating, litter bins, clocks, and memorials	Clerk /www.hursleypc.org.uk	
Bus shelters	Clerk /www.hursleypc.org.uk	

	g.uk	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	None	
Additional Information Information not itemised in the lists above Contact Clerk – Elizabeth Billingham c/o 7 Chapel Road, Swanmore, SO32 2QA Phone -07795 098817 Clerk.hursley@gmail.com		

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 @ 25p per sheet (black & white)	Printing cost
	Photocopying @40p per sheet (colour)	Costs
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred