

Information available from Hurstbourne Tarrant Parish Council under the model publication scheme 2019

Information to be published	How the information can be obtained	Cost	Available ?
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Unless specified, documents will be available in electronic format. Many documents are on the website www.hbt.org.uk Any item available on the website can be provided electronically with no charge. Any documents only available to view in hard copy format will be specified in this column.		
Who's who on the Council	Website	Free	Y
Contact details for Parish Clerk and Council members	Website	Free	Y
Location of main Council office and accessibility details	Website	Free	Y
Staffing structure	Not applicable		
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			
Annual return form and report by auditor	Website	Free	Y
Finalised budget	Electronic	Free	Y
Precept	Electronic	Free	Y
Borrowing Approval letter	Not applicable		
Financial Standing Orders and Regulations – Updated in 2016	Website	Free	Y
Grants given and received	Electronic	Free	Y

List of current contracts awarded and value of contract	Electronic	Free	Y
Members' allowances and expenses	Electronic	Free	Y
Documentation as required to be published under The Openness of Local Government Regulations 2014	Website	Free	Y

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost	Avail?
Parish Plan (current and previous year as a minimum)	Not applicable		
Annual Report to Parish or Community Meeting	Website	Free	Y
Quality status: Quality Parish Scheme accreditation – Parish Council exited this scheme in January 2016	n/a		
Local charters drawn up in accordance with DCLG guidelines	Not applicable		
Community Survey report December 2015	Website	Free	Y
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year	(electronic, hard copy or website)		
Timetable of meetings (Parish Council meetings and parish meetings)	Website/notice boards	Free	Y
Agendas of meetings (as above)	Website	Free	Y
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting (Part II).	Website	Free	Y
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting (Part II).	Electronic	Free	Y
Responses to consultation papers	hardcopy	Charged	Y
Responses to planning applications	Website (see minutes)	Free	Y
Bye-laws	Not applicable		

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost	Avail ?
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<i>Policies and procedures for the conduct of council business:</i>			
Procedural standing orders – Updated in 2016	Website	Free	Y
Committee and sub-committee terms of reference	Not applicable		
Delegated authority in respect of officers	Website (see standing orders and financial regulations)	Free	Y
Code of Conduct	Website	Free	Y
Councillors Disclosable Pecuniary Interests (DPIs)	Website	Free	Y
Councillors DPI dispensations	Hardcopy only	Charged	Y
Policy statements	Website	Free	Y
<i>Policies and procedures for the provision of services and about the employment of staff:</i>			
Internal policies relating to the delivery of services	Not applicable		
Equality and diversity policy	Website	Free	Y
Health and safety policy	Website	Free	Y
Community Engagement Strategy	Website	Free	Y
Recruitment policies (including current vacancies)	Not applicable		
Policies and procedures for handling requests for information	Website	Free	Y
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free	Y
Information security policy	Website	Free	Y
Records management policies (records retention, destruction and archive)	Website	Free	Y
Access to Information Policy	Website	Free	Y
Schedule of charges for the publication of information	Website	Free	Y
Risk register and annual risk assessments	Website	Free	Y

Class 6 – Lists and Registers	How the information can be obtained	Cost	Avail ?
Currently maintained lists and registers only	(some information may only be available by inspection)		
Any publicly available register or list	Inspection only	Free	Y
Assets Register - Updated in 2018	electronic	Free	Y
Project Register – Updated in 2018	electronic	Free	Y
Disclosure log	Not applicable not used		
Register of members' interests	hardcopy	Charged	Y
Register of gifts and hospitality	electronic	Free	Y
Class 7 – The services we offer	(some information may only be available by inspection)		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only			
Allotments	electronic	Free	Y
Burial grounds and closed churchyards	Not applicable		
Community centres and village halls	Not applicable		
Parks, playing fields and recreational facilities	electronic	Free	Y
Seating, litter bins, clocks, memorials and lighting	No information		
Bus shelters	No information		
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 – allotment rentals	electronic	Free	Y

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	How the information can be obtained	Cost	Avail ?
Forward Plan	electronic	Free	Y
Insurance – schedule of cover	electronic	Free	Y
Planning framework	electronic	Free	Y
Local contact groups	electronic	Free	Y
Community contact groups	electronic	Free	Y
Events calendar	See parish magazine Village website	Free	Y
Safety inspection records for the allotments	electronic	Free	Y
Play area inspection reports	electronic	Free	Y
Guide to new councillors	electronic	Free	Y
Parish magazine	Available from the village shop / magazine editor	Charged	Y

Contact details:

Mrs M Edwards (Parish Clerk)

Chestnut Cottage, The Dene, Hurstbourne Tarrant, Andover, Hampshire, SP11 0AN.

Telephone: 01264 736677 Email: theparishclerk@hbt.org.uk

To help us process your request quickly, please clearly mark any correspondence:

“PUBLICATION SCHEME REQUEST” (in CAPITALS please)

SCHEDULE OF CHARGES

- **Website:** free of charge unless otherwise specified.
- **Email & attachments:** free of charge unless otherwise specified.
- **Website printouts:** 20p per page for b&w and 50p for colour.
- **Copies by post of information:**
 - Photocopies:
 - A minimum charge of £1 for up to 5 pages A4 copy
 - Further pages are charged at:
 - A4 pages at 20p per page
- **Photocopies:** information accessed via the Clerk can be viewed free of charge, photocopies can be made for 20 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters (first and second class) charges will be made at postal charges applicable at the time. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.
- **Administration fees:** Charges can be made for administration where a request will take over 18 hours of staff time. Such charges are calculated at £25 per hour. If the request will take this amount of time the parish council may refuse it on the grounds of excessive cost or ask the applicant to pay in full before supplying the information.
- **CD or Memory Stick** – a charge will be made at commercial prices for the data medium.
- **Maps** – the charge for a map depends on the supplier. OS maps are subject to a standard charge set out by the OS itself.

This fees regime was written in January 2005, following publication of the 2004 Fees Regulations, and is reviewed annually. The introduction of any further statutory obligations or of the provision of commercially re-usable information under the Re-Use of Public Sector Information Regulations will also trigger a review of these arrangements.