

# Greatham Parish Council

## Information available under the Model Publication Scheme

Adopted by Greatham Parish Council 1<sup>st</sup> October 2018

Review due October 2019

Greatham Parish Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office. This scheme commits the Council to make information available to members of the public. This document sets out details of the information available under this scheme and how the public can access it.

Any material published or accessed on the Council's website [www.greatham-hants.org.uk](http://www.greatham-hants.org.uk) is provided free of charge. The Schedule of Costs at the end of this document sets out the costs if information in hard copy is requested. Alternatively, information may be viewed by contacting the Clerk (details at the end of this document).

Information to be published	How the information can be obtained
<b>Who we are and what we do</b> <i>Current information only</i>	
Who's who on the Council and its Committees	Website & hard copy
Contact details for Parish Clerk and Council members	Website & hard copy
Accessibility details for Clerk	Website & hard copy
Staffing structure	Website & hard copy
<b>What we spend and how we spent it</b> <i>Current and previous financial year as a minimum</i>	
Annual return form and report by auditor	Website & hard copy
Finalised budget	Website & hard copy
Precept	Website & hard copy
Borrowing approval letter	Not applicable
Financial Regulations	Website & hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
<b>What our priorities are and how we are doing</b> <i>Current and previous year as a minimum</i>	
Annual Report to Parish Meeting	Hard copy
<b>How we make decisions</b> <i>Current and previous year as a minimum</i>	
Timetable of Council and Planning meetings	Website & hard copy
Agendas of Council and Planning meetings	Website & hard copy
Minutes of Council and Planning meetings (excluding information that is regarded as private to the meeting)	Website & hard copy
Responses to consultation papers	Hard copy

Responses to planning applications	Website & hard copy
Bye-laws	Not applicable
<b>Our policies and procedures</b> <i>Current information only</i>	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and Sub-Committee Terms of Reference Delegated authority in terms of officers Code of Conduct	Website & hard copy Website & hard copy Hard copy Website & hard copy
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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 recovering requests for information and operating the publication scheme)	Hard copy Website & hard copy Website & hard copy Hard copy Website & hard copy Website & hard copy
Information security policy	Website & hard copy
Records management policies (records retention , destruction and archive)	Hard copy
Data protection policies	Website & hard copy
Schedule of charges (for the publication of information)	Website & hard copy
<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>	
Assets Register	Hard copy
Register of members' interest	Website & hard copy
<b>The services we offer</b> <i>Current information only</i>	
Greatham Old Church	Hard copy
Parish Newsletter	Hard copy
Playground	Hard copy
Bus shelters and litter bins	Hard copy
Benches	Hard copy
War memorial	Hard copy

Requests for information should be made in writing and will be dealt with within 28 days: The Clerk, Greatham Parish Council, c/o 75 Headley Road, Liphook, Hampshire GU30 7PS or by email to [clerk@greatham-hants.org.uk](mailto:clerk@greatham-hants.org.uk) or by telephone: 07736 682182.

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class