

Information available from Micheldever Parish Council under the model publication scheme

Version number: October 2012

REF	Information to be published <i>(NB: Please ask if you have queries on any information not listed below.)</i>	How the information can be obtained	Cost
1.0	Class1 - Who we are and what we do Organisational information, structures, locations & contacts		
1.1	Council members (Committee/ Responsibility): <i>William Helen. Chairman. (Finance & all other Sub-Committees) Christine Compton. Vice-Chairman. (Finance & all other Sub-Committees. Allotments) Amanda Glendinning (RFO, Finance) Peter Bradley (Sports & Recreation. Planning) David Wandless (Sports & Recreation. Planning. Finance.) Olive Bramley (Village Hall. Parish Services -ES) Liz Hawkesworth (Parish Services, Planning, Finance, Environment Rep.) John Botham (Planning, Parish Services. Sports & Recreation, Tree Warden) Katy Toms (Village Hall, Parish Services) Nigel Lickley (Recreation)</i>		
1.2	Contact details for Parish Clerk and Council members <i>e-mail: micheldeverpc@hotmail.co.uk tel: 01962 735935</i>	<i>Village website & e-mail Hard copy - contact Clerk</i>	<i>Free 10p sheet</i>
1.3	Location of office and accessibility details: <i>Trees, The Avenue, Alresford, Hants. SO24 9EP</i>	<i>Contact Clerk by e-mail or phone in the first instance</i>	
1.4	Staffing structure: <i>Parish Clerk (part-time): Charles Bazlinton</i>		
2.0	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) For current and previous financial year:		
2.1	Annual return form and report by auditor	<i>Village website & e-mail Hard copy - contact Clerk</i>	<i>Free 10p sheet</i>

2.2	Finalised budget	<i>Hard copy - contact Clerk e-m</i>	<i>10p sheet Free</i>
2.3	Precept	<i>Hard copy - contact Clerk e-m</i>	<i>10p sheet Free</i>
2.4	Borrowing Approval letter	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
2.5	Financial Standing Orders and Regulations <i>Booklet</i>	<i>Hard copy - contact Clerk</i>	<i>£5.00</i>
2.6	Grants given and received <i>List</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
2.7	List of current contracts awarded and value of contract <i>List</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
2.8	Members' allowances and expenses <i>If relevant</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
3.0	Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
3.1	Parish Plan Village Appraisal 2000	<i>Out of print</i>	
3.1.1	Risk Management Report	<i>Village website & e-m</i>	<i>Free</i>
3.2	Annual Report to Parish Assembly <i>Last and previous year</i>	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
3.3	Quality status		
3.4	Local charters drawn up in accordance with DCLG guidelines		
4.0	Class 4 – How we make decisions (Decision making processes and records of decisions) Previous / Current / Next Council year		
4.1	Timetable of meetings (Council meetings and Parish Assembly)	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.2	Agendas of meetings	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.3	Minutes of open meetings	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.4	Reports presented to open council meetings	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.5	Responses to consultation papers <i>Village Design Statement 2002- booklet</i>	<i>Contact Clerk</i>	<i>Free</i>
4.5	Responses to planning applications	<i>See 4.3</i>	
4.6	Bye-laws		

5.0	Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
5.1	Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee terms of reference	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
5.2	Delegated authority in respect of officers Code of Conduct		
5.3	Policy statements	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
5.4	Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services		
5.5	Equality and diversity policy		
5.6	Health and safety policy		
5.7	Recruitment policies (including current vacancies)		
5.8	Policies and procedures for handling requests for information		
5.9	Complaints procedures (including those covering requests for information and operating the publication scheme)		
5.10	Information security policy		
5.11	Records management policies (records retention, destruction and archive)		
5.12	Data protection policies		
5.13	Schedule of charges for the publication of information	<i>See this document</i>	
6.0	Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list		
6.1	Assets Register	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
6.2	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)		
6.3	Register of members' interests <i>Held by Winchester City Council (WCC)</i>	<i>Contact WCC</i>	
6.4	Register of gifts and hospitality	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>

7.0	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		
7.1	Allotments <i>Duke Street</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.2	Burial grounds and closed churchyards		
7.3	Community centres and village halls		
7.4	Parks, playing fields and recreational facilities <i>Lord Rank Playing Field, Duke Street Warren Field Play Area, Andover Road</i>	<i>Information by phone or e-mail</i>	<i>free</i>
7.5	Seating, litter bins, clocks, memorials and lighting (<i>asset register</i>)	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.6	Bus shelters (<i>asset register</i>)	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.7	Markets		
7.8	Public conveniences		
7.9	Agency agreements		
7.10	A summary of services for which the council is entitled to recover a fee, together with those fees	<i>See Allotments above</i>	
8.0	Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
8.1	Newsletter <i>Published every July and December</i>	<i>Contact Clerk</i>	<i>Free</i>

Contact details:

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SO24 9EP

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SCHEDULE OF CHARGES - How the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p/50p per sheet (b&w / colour)	Approx actual cost with postage and stationery