

Information available from Sheet Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website and noticeboards or hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website and noticeboards or hard copy
Location of main Council office and accessibility details	Not applicable
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)	
Annual return form and report by auditor	Website or hard copy
Finalised budget	Website or hard copy
Precept	Website or hard copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Website or hard copy
Grants given and received	Website or hard copy
List of current contracts awarded and value of contract	Website or hard copy

Members' allowances and expenses	Chairman's Allowance
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Not available
Annual Report to Parish or Community Meeting	Available from July 2013 via the website and noticeboards or hard copy
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards and website or hard copy
Agendas of meetings (as above)	Noticeboards and website or hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Noticeboards/website or hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Noticeboards and website or hard copy

Bye-laws	Not applicable
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities - Current information only</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website or hard copy Not available Not available Website or hard copy Website or hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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 covering requests for information and operating the publication scheme)</p>	<p>Not available Not available Not available Not available Not available Website or hard copy</p>
Information security policy	Not available
Records management policies (records retention, destruction and archive)	Not available

Data protection policy	Website or hard copy
Schedule of charges (for the publication of information)	See end of document
Class 6 – Lists and Registers	
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	Website or hard copy
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)	Not applicable
Register of members' interests	EHDC website or hard copy
Register of gifts and hospitality	Not applicable
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	Website and hard copy
Burial grounds and closed churchyards	Not applicable
Village hall	Website and hard copy
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	None available
Bus shelters	Not applicable
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)	Not applicable
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

All copies of documents are available from the Clerk - Contact details - Jenny Hollington, Sheet Parish Council, Rose Cottage, Ridge Common Lane, Stroud, Petersfield, GU32 1AX – Telephone 01730 267784

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Approximate cost of printing, envelope and stamp	15p per sheet plus 2 nd class postage