

Information available from Sandhurst Parish Council under the model publication scheme : August 2019

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts</p> <p>This will be current information only and is posted on the home page of the website www.sandhurstparish.co.uk</p>		
Who's who on the Council and its Committees	Hard copy and/or website	Free
Contact details for Parish Clerk and Council members Named contacts where possible with telephone number and email address	Hard copy and/or website	Free
Location of main Council office and accessibility details	Hard copy and/or website	Free
Staffing structure	Hard copy and/or website	Free
<p>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</p> <p>This will be the current and previous financial year as a minimum</p>		

Annual return form and report by auditor	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Finalised budget	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Precept	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Grants given and received	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
List of current contracts awarded and value of contract	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Members' allowances and expenses	Some information may only be available by inspection	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	Hard copy and/or website	Photocopying @ 0.10p per

A 3-year business plan is work in progress and will be available late summer		copy (b & w)
Annual Report to Parish Meeting Current and previous year as a minimum	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
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 Current and previous council year as a minimum		
Timetable of meetings Council, any committee/sub-committee meetings and parish meetings	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Agendas of meetings As above	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Minutes of meetings As above but note this will exclude information that is properly regarded as private to the meeting	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Reports presented to council meetings Note this will exclude information that is properly regarded as private to the meeting	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Responses to consultation papers	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)

Responses to planning applications	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Bye-laws	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
<p>Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Policies and procedures for the provision of services and about the employment of staff: 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	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)

operating the publication scheme)		
Information security policy	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Records management policies Records retention, destruction and archive	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Data protection policies Including GDPR	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Schedule of charges For the publication of information	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any public available register or list - if any are held this should be publicised; in most circumstances existing access provisions will suffice	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Assets Register	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
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	Some information may only be available by inspection	
Register of members' interests	Some information may	

	only be available by inspection	
Register of gifts and hospitality	Some information may only be available by inspection	
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	Hard copy or website; some information may only be available by inspection	Photocopying @ 0.10p per copy (b & w)
Village hall	Hard copy or website; some information may only be available by inspection	Photocopying @ 0.10p per copy (b & w)
Playing fields and recreational facilities	Hard copy or website; some information may only be available by inspection	Photocopying @ 0.10p per copy (b & w)
Seating, litter bins, clocks, memorials and lighting	Hard copy or website; some information may only be available by inspection	Photocopying @ 0.10p per copy (b & w)
Public conveniences	Hard copy or website; some information may	Photocopying @ 0.10p per

	only be available by inspection	copy (b & w)
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy and/or website	Photocopying @ 0.10p per copy (b & w)
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Catherine Catt
Sandhurst Parish Clerk
The Old School Hall
Back Road
Sandhurst
Kent TN18 5JS

Tel : 01580 850295

Email : clerk@sandhurstparish.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other	Not applicable	