

## Information available from Hambleden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Location of main Council office and accessibility details	Notice Board Website	Free Free
Staffing structure		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard Copy	Free 20p per single A4 sheet
Finalised budget	Website Hard Copy	Free 20p per single A4 sheet
Precept	Website in Minutes Hard copy	Free 20p per single A4 sheet
Financial Standing Orders and Regulations	Website Hard Copy	
Grants given and received	Website in Annual Accounts Hard Copy	Free 20p per single A4 sheet
List of current contracts awarded and value of contract	Email Hard Copy	Free 20p per single A4 sheet
Members' allowances and expenses	Email Hard copy	Free 20p per single A4 sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website in Annual Parish Meeting Minutes Hard copy	Free 20p per single A4 sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council meetings and parish meetings)	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Agendas of meetings (as above)	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Responses to consultation papers	Website in Minutes Hard Copy	Free 20p per single A4 sheet
Responses to planning applications	Website in Minutes Hard Copy	Free 20p per single A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities).Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct	Hard Copy	20p per single A4 sheet
Schedule of charges for the publication of information	Website Hard Copy	Free 20p per A4 single sheet

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)		
Assets Register	Hard Copy	20p per single A4 sheet
Register of members' interests	Hard Copy	20p per single A4 sheet

**Contact details:**

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**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost plus mileage and Clerks time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class