



# **Milford-on-Sea Parish Council Publication Scheme**

Approved 11<sup>th</sup> December 2017

# 1. Milford-on-Sea Parish Council Publication Scheme

**Information available from Milford-on-Sea Parish Council under the publication scheme devised and approved by the Information Commissioner.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		See cost schedule below
Who is on the Council and its Committees	Hard Copy or email from the Clerks, Parish Council website and notice boards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	Hard Copy or email from the Clerks, Parish Council website and notice boards	
Staffing Structure	Parish Council website	

<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	<b>How the information can be obtained</b>	See cost schedule below
Annual return form and report by auditor	Hard copy or email from the Parish Clerk Parish Council website	
Finalised budget	Hard copy or email from the Parish Clerk	
Precept	Hard Copy or email from the Parish Clerk	
Borrowing Approval Letter	None	
Financial Standing Orders and Regulations	Hard copy or email from the Parish Clerk	
Grants given and received	Hard copy from the Parish Clerk	
List of current contracts awarded and value of contract	Hard copy from the Parish Clerk	
Members' allowances and expenses	Hard copy from the Parish Clerk	

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum</p>	<p><b>How the information can be obtained</b></p>	<p>See cost schedule below</p>
<p>Parish Plan (current and previous year as a minimum)</p>	<p>Hard copy or email from the Parish Clerks</p>	
<p>Annual Report to Parish or Community Meeting</p>	<p>Hard copy or email from the Parish Clerks</p>	
<p>Forward Planning</p>	<p>Hard copy or email from the Parish Clerks</p>	
<p>Current projects</p>	<p>Hard copy from the Parish Clerks</p>	

<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>	<p><b>How the information can be obtained</b></p>	<p>See cost schedule below</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy or email from the Parish Clerks</p>	
<p>Agenda of meetings</p>	<p>Hard copy from the Parish Clerks  Parish Council website  Noticeboards</p>	
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy from the Parish Clerks  Parish Council website  Noticeboards</p>	
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy from the Parish Clerks</p>	
<p>Responses to consultation papers</p>	<p>Hard copy from the Parish Clerks  Parish Council website  Minutes</p>	
<p>Responses to planning applications</p>	<p>Hard copy from The Parish Clerks  Parish Council website  Minutes</p>	
<p>Bye-laws</p>	<p>None</p>	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><b>How the information can be obtained</b></p>	<p>See cost schedule below</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy or email from the Parish Clerks</p> <p><b>NOTE:</b> THE PARISH COUNCIL ARE CURRENTLY REVIEWING ALL POLICIES WHICH ARE DUE TO BE APPROVED WITHIN THE NEXT 4 MONTHS</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services:</p> <p>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>Hard copy or email from the Parish Clerks</p> <p><b>NOTE:</b> THE PARISH COUNCIL ARE CURRENTLY REVIEWING ALL POLICIES WHICH ARE DUE TO BE APPROVED WITHIN THE NEXT 4 MONTHS</p>	
<p>Information security policy</p> <p>Data protection policy</p>	<p>Hard copy or email from the Parish Clerks</p> <p><b>NOTE:</b> THE PARISH COUNCIL ARE CURRENTLY REVIEWING ALL POLICIES WHICH ARE DUE TO BE APPROVED WITHIN THE NEXT 4 MONTHS</p> <p>NEW LEGISLATION ON DATA PROTECTION IS DUE BY MAY 2018</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy or email from the Parish Clerks</p> <p><b>NOTE:</b> THE PARISH COUNCIL ARE CURRENTLY REVIEWING ALL POLICIES WHICH ARE DUE TO BE APPROVED WITHIN THE NEXT 4 MONTHS</p>	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	<b>How the information can be obtained</b>	See cost schedule below
Assets register	Hard copy or email from the Parish Clerks	
Register of members' interests	Hard copy or email from the Parish Clerks Parish Council website	
Register of gifts and hospitality	Hard copy or email from the Parish Clerks	
Electoral Role	By inspection at the Parish Office only	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	<b>How the information can be obtained</b>	See cost schedule below
Playing fields, recreational facilities and bird hide	Hard copy or email from the Parish Clerks Parish Council website	
Sponsoring of Memorial Benches and Community Orchard Trees	Hard copy or email from the Parish Clerks Parish Council website	
Hiring of Village Green and Telephone Box	Hard copy or email from the Parish Clerks Parish Council website	

**Contact Details:**

Graham Wells, Parish Clerk  
Milford-on-Sea Parish Council  
22 High Street  
Milford-on-Sea  
Hampshire  
SO41 0QD

**Phone:** 01590 644410

**Email:** [milfordpc@btconnect.com](mailto:milfordpc@btconnect.com)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DISCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement Cost</b>	Photocopying @10p Per sheet (B & W)	Based on computer printing
	Photocopying @20p Per sheet (colour)	Based on computer printing
	Postage	Actual cost of 2 <sup>nd</sup> class stamp
<b>Statutory Fee</b>		In accordance with the relevant legislation (The statute applicable will be stated)