



Milford-on-Sea Parish Council Publication Scheme

Approved 11th 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.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (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	

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) Current and previous financial year as a minimum	How the information can be obtained	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	

--	--	--

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

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

<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>	<p>How the information can be obtained</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>NOTE: 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>NOTE: 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>NOTE: 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>NOTE: THE PARISH COUNCIL ARE CURRENTLY REVIEWING ALL POLICIES WHICH ARE DUE TO BE APPROVED WITHIN THE NEXT 4 MONTHS</p>	

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	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	

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	How the information can be obtained	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

SCHEDULE OF CHARGES

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