

Beech Parish Council

Publication scheme

Adopted February 2016

Agenda item 7, Minute reference 16.13

Reviewed 22nd May 2017

Agenda item 9. e), Minute reference 17.58 e)

Reviewed 21st May 2018

Agenda item 10 f), Minute reference 18.71 f)

BEECH PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

INFORMATION FOR PARISHIONERS

Beech Parish Council will make available Parish Council information on request. In so doing, the Council is following the provisions of the Freedom of Information Act 2000 which includes a Publications Scheme for Parish Councils. Copies of the Scheme, with a table showing what information is accessible, is available on request at Parish Council meetings and on the Parish Council Website www.beechpc.com.

Whilst welcoming this initiative, parishioners will be aware that the Parish Council has modest resources. The Council therefore may charge for actual disbursement incurred such as photocopying and postage and packaging. The Publication Scheme will be reviewed annually.

Beech Parish Council has a policy of accountability to residents and aims to be as open and transparent in its dealings as possible. We welcome public interest in the Parish Council.

Beech Parish Council:

c/o Old Stables

Wield Road

Medstead

Alton

Hampshire

GU34 5NJ

Email: clerk@beechpc.com

Telephone: 01420 562130

Website: www.beechpc.com

INFORMATION AVAILABLE FROM BEECH PARISH COUNCIL Under the Model Publication Scheme

The purpose of this publication scheme is to be a means by which the Council can make a significant amount of information available routinely. The scheme will ensure that the Council will publish more information pro-actively and help to develop a greater culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its areas, to take action within the legal framework and to provide a leadership focus for the community.

Who We Are and What We Do

Organisational information, structures, locations and contacts.

Information	Format in which it is available	Charge for Supply
Council Structure and List of Council Members (with contact details)	Website: www.beechpc.com or electronic A4 loose leaf Or see Notice board	Free Yes
Contact details for Parish Office/Clerk	Website: www.beechpc.com Provides e-mail and postage address and telephone number. Also available on Notice boards.	Free

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

Information	Format in which it is available	Charge for supply
Annual return form	Website: www.beechpc.com A4 loose-leaf	Free Yes
Annual statutory report by auditor (internal and external)	Website: www.beechpc.com A4 loose-leaf	Free Yes
Finalised Budget	Website: www.beechpc.com A4 loose-leaf	Free Yes
Precept request	Website: www.beechpc.com A4 copies	Free Yes
VAT records – limited to the last financial year	A4 copies	Yes
Financial Standing Orders and Regulations	View on website: www.beechpc.com A4 loose-leaf Electronic	Free Yes Free

Assets register	Assets listed Notes to the Accounts. A4 Loose-leaf.	Yes
Members' allowances/expenses	Approved expenses detailed in Council Minutes – Previous twelve months held by council clerk minutes prior to this please apply to Hampshire Record Office, Sussex Street, Winchester SO23 8TH Tel: 01962 846154 View on website: www.beechpc.com or A4 loose-leaf or electronic.	Free Yes
Financial risk assessment	Annual Risk Assessment detailed in Council Minutes (Feb) – see website www.beechpc.com or A4 loose-leaf or electronic.	Free Yes
Grants/donations given (and any received)	Approved grants/donations detailed in Council Minutes – see website www.beechpc.com or A4 loose-leaf or electronic	Free Yes

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information	Format in which it is available	Charge for supply
Village Design Statement	View on website: www.beechpc.com A4 colour booklet	Free Yes
Parish Plan	Website: www.beechpc.com A4 copy	Free Yes
Annual Report to Parish Meeting	Website: www.beechpc.com Or electronically Or April issue Beech Newsletter or A4 loose-leaf copy Previous twelve months held by council clerk minutes prior to this please apply to Hampshire Record Office, Sussex Street, Winchester SO23 8TH Tel: 01962 846154	Free Yes
Responses made by council to consultation papers	To view in Council Meeting Minutes – available as detailed above.	Free
Complaints handling procedure	Website: www.beechpc.com A4 copy	Free Yes

How we make Decisions

Decision making processes and records of decisions

Information	Format in which it is available	Charge for supply
Timetable & venue of meetings	Website: www.beechpc.com Or on Notice Boards Or electronically Or A4 loose-leaf	Free Yes
Agendas for Council Meetings (available approx. 5 days prior to scheduled meeting)	Website: www.beechpc.com Or on Notice Boards Or electronically Or A4 loose-leaf	Free Yes
Minutes of Council Meetings (approved)	On website at www.beechpc.com Or to view during public session at Council meetings Or electronically Or A4 loose-leaf Previous twelve months held by council clerk minutes prior to this please apply to Hampshire Record Office, Sussex Street, Winchester SO23 8TH Tel: 01962 846154	Free Yes
Responses to planning applications	See appropriate Council Meeting Minutes (as above) Or contact Planning Authority, EHDC at www.easthants.gov.uk	Free
Procedural standing orders	View on website: www.beechpc.com Available to view during public session at Council Meeting Or electronically Or A4 loose-leaf sheets.	Free Yes
Minutes of Annual Parish Meeting (approved)	View on website: www.beechpc.com Or electronically Or A4 loose-leaf	Free Yes

Our Policies and Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Information	Format in which it is available	Charge for supply
Council Standing Orders	Available to view during public session at Council Meeting or on website at www.beechpc.com Or A4 loose-leaf sheets.	Free Yes
Council Financial Regulations	Available to view during public session at Council Meeting or on website at www.beechpc.com Or A4 loose-leaf sheets.	Free Yes

Complaints Procedure	View on website: www.beechpc.com A4 loose-leaf copy	Free Yes
Requests for Information	View on website: www.beechpc.com A4 loose-leaf	Free Yes
Information Security Policy	Data protection registration with Information Commissioners Office	
Records Management Policies (records retention, destruction and archive)	A4 loose-leaf	Yes

Lists and Registers

Any information we are currently legally required to hold in publicly available registers.

Members' declaration of acceptance of office	Available to view by prior arrangement/ appointment with Clerk	No
Members' register of interests	On website at www.beechpc.com Or apply to East Hampshire District Council Monitoring Officer	No
Register of members' interests book	Available to view on request please see contact details below	No
Policies and Procedures about employment of staff	Available to view on request please see contact details below	No

The Services we Offer

Information about the services we offer, leaflets, guidance and newsletters produced for the public and businesses. Details of the services for which we are entitled to recover a fee together with those fees.

None currently.		
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class postage – 2 nd class stamp is currently 53p

* The actual costs incurred by the Beech Parish Council.

Charges made are for reasonable disbursements costs i.e. actual photocopying, 2nd class postage and packaging costs. These costs are advised when a request is received and payment will be required before information is provided.

Reviewed May 2018

Signed:.....
Chairman Beech Parish Council

Date:.....

BEECH PARISH COUNCIL
c/o Old Stables
Wield Road
Medstead
Alton
Hampshire
GU34 5NJ
Tel: 01420 562130
www.beechpc.com
e-mail: clerk@beechpc.com