



Hordle Parish Council – Publication Scheme

To be Agreed 20.8.24

Information available from Hordle Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only	(hard copy and/or website)	20p/A4
Who's who on the Council and its Committees	y	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	y	
Location of main Council office and accessibility details	y	
Staffing structure	y	
Class 2 – What we spend and how we spend it	(hard copy and/or website)	20p/A4
Annual return form and report by auditor	y	
Finalised budget	y	
Precept	y	
Borrowing Approval letter	y	
Financial Standing Orders and Regulations	y	
Grants given and received	y	
List of current contracts awarded and value of contract	y	
Members' allowances and expenses	y	

Class 3 – What our priorities are and how we are doing	(hard copy or website)	20p/A4
Parish Plan/ Project List	y	
Annual Report to Parish Meeting	y	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions	(hard copy or website)	20p/A4
Timetable of meetings	y	
Agendas of meetings	y	
Minutes of meetings	y	
Reports presented to council meetings	y	
Responses to consultation papers	y	
Responses to planning applications	y	
Bye-laws	y	
Class 5 – Our policies and procedures Current information only	(hard copy or website)	20p/A4
Policies and procedures for the conduct of council business:		
Procedural standing orders	y	
Committee and sub-committee terms of reference	y	
Delegated authority in respect of officers	y	
Code of Conduct	y	
Policy statements	y	
Policies and procedures for the provision of services and about the employment of staff:		
Health and safety policy	y	
Policies and procedures for handling requests for information	y	

Complaints procedures (including those covering requests for information and operating the publication scheme)	y	
Data Protection policy	y	
Records management policies (records retention, destruction and archive)	y	
Schedule of charges for the publication of information	y	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	20p/A4
Any publicly available register or list	n/a	
Assets Register	y	
Register of members' interests	y	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer Current information only	(hard copy or website; some information may only be available by inspection)	20p/A4
Pavilions and village halls	y	
Parks, playing fields and recreational facilities	y	
Seating, litter bins, memorials and lighting	y	
Bus shelters	y	
Additional Information This will provide the Council with the opportunity to publish information that is not itemised in the lists above.		

Contact details:

The Parish Clerk, The Council Office, Vaggs Lane, Hordle. SO41 0FP
01425 611119
clerk@hordleparishcouncil.gov.uk

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 1 st class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority