

Information available from Micheldever Parish Council under the model publication scheme

Version number: May 2018

REF	Information to be published <i>(NB: Please ask if you have queries on any information not listed below.)</i>	How the information can be obtained	Cost
1.0	Class1 - Who we are and what we do Organisational information, structures, locations & contacts		
1.1	Council members (Committee/ Responsibility): <i>William Helen. Chairman. (Finance. Village Halls-ES & all other Sub-Committees) David James.Vice-Chairman. (Finance-Chair, Broadband & Media-Chair, Parish Services-Micheldever, Sport & Leisure) Olive Bramley (Parish Services-Chair, Planning, Village Halls - ES) John Botham (Planning, Sports & Recreation) Andrew Adams (Finance, Parish Services-MStn, Village Halls-WH) Peter O'Keefe (Tree Warden, Broadband & Media, Allotments) Charlotte Cobb (Sports & Recreation-Chair, Planning, Allotments-Chair, Village Halls - N) Neil Hornby (Planning-Chair, Sport & Recreation)</i>		
1.2	Contact details for Parish Clerk and Council members <i>e-mail: micheldeverpc@hotmail.co.uk tel: 02380 266714</i>	<i>Village website & e-mail Hard copy - contact Clerk</i>	<i>Free 10p sheet</i>
1.3	Location of office and accessibility details: <i>34 Bramble Hill, Chandlers Ford, Eastleigh, Hants SO53 4TP</i>	<i>Contact Clerk by e-mail or phone in the first instance</i>	
1.4	Staffing structure: <i>Parish Clerk (part-time): Jocelyn Jenkins</i>		
2.0	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) For current and previous financial year:		
2.1	Annual return form and report by auditor	<i>Village website & e-mail</i>	<i>Free</i>

		<i>Hard copy - contact Clerk</i>	<i>10p sheet</i>
2.2	Finalised budget	<i>Hard copy - contact Clerk e-m</i>	<i>10p sheet Free</i>
2.3	Precept	<i>Hard copy - contact Clerk e-m</i>	<i>10p sheet Free</i>
2.4	Borrowing Approval letter	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
2.5	Financial Standing Orders and Regulations	<i>Hard copy - contact Clerk</i>	<i>£5.00</i>
2.6	Grants given and received <i>List</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
2.7	List of current contracts awarded and value of contract <i>List</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
2.8	Members' allowances and expenses <i>If relevant</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
3.0	Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
3.1	Parish Plan Village Appraisal 2000	<i>Out of print</i>	
3.1.1	Risk Management Report	<i>Village website & e-m</i>	<i>Free</i>
3.2	Annual Report to Parish Assembly <i>Last and previous year</i>	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.0	Class 4 – How we make decisions (Decision making processes and records of decisions) Previous / Current / Next Council year		
4.1	Timetable of meetings (Council meetings and Parish Assembly)	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.2	Agendas of meetings	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.3	Minutes of open meetings	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.4	Reports presented to open council meetings	<i>Village website & e-m Hard copy - contact Clerk</i>	<i>Free 10p/sheet</i>
4.5	Responses to consultation papers <i>Village Design Statement 2002- booklet</i>	<i>Contact Clerk</i>	<i>Free</i>
4.5	Responses to planning applications	<i>See 4.3</i>	
5.0	Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

5.1	Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee terms of reference	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
5.3	Policy statements	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
5.4	Schedule of charges for the publication of information	<i>See this document</i>	
6.0	Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list		
6.1	Assets Register	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
6.2	Register of members' interests <i>Held by Winchester City Council (WCC)</i>	<i>Contact WCC</i>	
6.3	Register of gifts and hospitality	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.0	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		
7.1	Allotments <i>Duke Street</i>	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.2	Parks, playing fields and recreational facilities <i>Lord Rank Playing Field, Duke Street Warren Field Play Area, Andover Road</i>	<i>Information by phone or e-mail</i>	<i>free</i>
7.3	Seating, litter bins, clocks, memorials and lighting (<i>asset register</i>)	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.4	Bus shelters (<i>asset register</i>)	<i>Hard copy - contact Clerk e-mail</i>	<i>10p/sheet Free</i>
7.5	A summary of services for which the council is entitled to recover a fee, together with those fees	<i>See Allotments above</i>	
8.0	Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
8.1	Newsletter <i>Published every July and December</i>	<i>Contact Clerk</i>	<i>Free</i>

SCHEDULE OF CHARGES - How the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p/50p per sheet (b&w / colour)	Approx actual cost with postage and stationery