

Information available from Valley Park Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Three sheets of A4 Available on Website www.valleyparkparish.org</p>	45p
Who's who on the Council and its Committees	<p>Three sheets of A4 Available on Website www.valleyparkparish.org</p>	45p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>One sheet of A4 Available on Website www.valleyparkparish.org</p>	15p
Location of main Council office and accessibility details	<p>One sheet of A4 Available on Website www.valleyparkparish.org</p>	15p
Staffing structure	<p>One sheets of A4 Available on Website</p>	30p
<p>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</p> <p>Current and previous financial year as a minimum</p>	<p>Twelve sheets of A4</p> <p>Five sheets of A4</p>	<p>£1.80</p> <p>75p</p>
Annual return form and report by auditor	Six sheets of A4	90p
Finalised budget	One sheet of A4	15p
Precept	<p>One sheet of A4 Available on Website</p>	15p

	www.valleyparkparish.org	
Borrowing Approval letter	Not Applicable as Parish Council has no borrowing requirement.	N/A
Grants given and received	One sheet of A4 Available on Website www.valleyparkparish.org	15p
Members' allowances and expenses	No Allowances paid	N/A
Class 3 – What our priorities are and how we are doing		
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	7 pages Available on Website www.valleyparkparish.org	£1.05
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Full record of all Minutes and supporting appendices with supplementary information fully available. Available on Website www.valleyparkparish.org	Price on application determined by number of sheets.
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Two sheets of A4 Available on Website www.valleyparkparish.org	30p
Agendas of meetings (as above)	One sheet of A4 Available on Website www.valleyparkparish.org	15p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	Price on application

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Full record of reports fully available Available on Website www.valleyparkparish.org	Price on application determined by number of sheets.
Responses to consultation papers	Full record of consultation responses available Available on Website www.valleyparkparish.org	Price on application determined by number of sheets.
Responses to planning applications	Full record of responses to planning applications. Normally one A4 sheet Available on Website www.valleyparkparish.org	15p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Full records available	Price on application.
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	20 A4 Sheets 2 A4 Sheets 6 A4 Sheets	£3.00 30p 90p

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Price determined by nature of request	Price on applicati on
Assets Register	1 A4 Sheets	15p
Register of members' interests	1 A4 Sheet	15p
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	(hard copy or website; some information may only be available by inspection)	
Bus shelters	Varying documents.	Price on applicati on
Markets	Not Applicable	N/A

Contact details:

**Andrew Purr
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Valley Park Parish Council
29 Windsor Gate
Boyatt Wood
Eastleigh
So50 4PU**

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 @ 15p per sheet (black & white)	Actual cost * 0.07p
	Photocopying @20p per sheet (colour)	Actual cost 0.08p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not Applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority