

## Information available from Boarhunt Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website Hard Copy</p> <p>Website</p>	<p>Free 25 pence per sheet</p> <p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p> <p>Free</p>

Location of main Council office and accessibility details	N/A Website Hard copy	Free 25 pence per sheet
Staffing structure	Website Hard copy	Free 25 pence per sheet
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 25 pence per sheet
Finalised budget	Website or hard copy	As above
Precept	Website or hard copy	As above
Borrowing Approval letter	N/A	n/a
All items of expenditure above £100	Website or hard copy	
Financial Standing Orders and Regulations	Website Hard copy	Free 25 pence per sheet
Grants given and received	Website - minutes	Free
List of current contracts awarded and value of contract	Website Hard copy	Free 25 pence per sheet
Members' allowances and expenses	Hard copy	25 pence per sheet
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		

Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 25 pence per sheet
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy	Free 25 pence per sheet
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard copy	Free 25 pence per sheet
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Noticeboard  Hard copy Contact Clerk	Free  25 pence per sheet
Agendas of meetings (as above)	Website/Noticeboard	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/Noticeboard Hard copy	Free 25 pence per sheet
Reports presented to council meetings – exclude material that is properly	Website Hard copy	Free 25 pence per sheet

considered to be exempt from disclosure		
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	N/A	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>25 pence per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>25 pence per sheet</p>
Records management, personal data and	Hard copy	25 pence per sheet

access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Hard copy	25 Pence per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	25 pence per sheet
Register of members' interests	Website/hardcopy	
Register of gifts and hospitality	Website/hardcopy	
<b>Class 7 – The services we offer</b>  (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)	
Allotments	Website/hard copy	Free
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website/hard copy	Free
Parks, playing fields and recreational facilities	Website Hard copy	Free 25 pence per sheet
Seating, litter bins, clocks, memorials	Website	Free

and lighting	Hard copy	25 pence per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
<b>Additional Information</b>		
Information not itemised in the lists above		

## 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
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Photocopying @25p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

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**Website:** [www.boarhuntparishcouncil.gov.uk](http://www.boarhuntparishcouncil.gov.uk)