

## Information available from Lyndhurst Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained    | Cost                  |
|---|--|-----------------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> |  |                       |
| Who's who on the Council and its Committees   | Website<br>Hard copy from Parish Clerk | Free<br>10p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website<br>Hard copy from Parish Clerk | Free<br>10p per sheet |
| Location of main Council office and accessibility details   | Website<br>Hard copy from Parish Clerk | Free<br>10p per sheet |
| Staffing structure  | Website<br>Hard copy from Parish Clerk | Free<br>10p per sheet |

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| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year |                                  |               |
| Annual return form and report by auditor   | Hard copy from Parish Clerk      | 10p per sheet |
| Finalised budget   | Hard copy from Parish Clerk      | 10p per sheet |
| Precept  | Hard copy from Parish Clerk      | 10p per sheet |
| Borrowing Approval letter  | Hard copy from Parish Clerk      | 10p per sheet |
| Financial Standing Orders and Regulations  | Hard copy from Parish Clerk      | 10p per sheet |
| Grants given and received  | Hard copy from Parish Clerk      | 10p per sheet |
| List of current contracts awarded and value of contract  | Hard copy from Parish Clerk      | 10p per sheet |
| Members' allowances and expenses   | Hard copy from Parish Clerk      | 10p per sheet |
|  |                                  |               |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)   | Information available on website |               |
| Parish Plan (current and previous year as a minimum)   | Not applicable                   |               |
| Quality status   | Not adopted                      |               |
| Local charters drawn up in accordance with DCLG guidelines   | None                             |               |

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| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>                               |  |                               |
| <p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>   | <p>Website/Parish noticeboards<br/>Hard copy from Parish Clerk</p> | <p>Free<br/>10p per sheet</p> |
| <p>Agendas of meetings (as above)</p>  | <p>Website/Parish noticeboards<br/>Hard copy from Parish Clerk</p> | <p>Free<br/>10p per sheet</p> |
| <p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>  | <p>Website<br/>Hard copy from Parish Clerk</p>                     | <p>Free<br/>10p per sheet</p> |
| <p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.</p>   | <p>Website<br/>Hard copy from Parish Clerk</p>                     | <p>Free<br/>10p per sheet</p> |
| <p>Responses to consultation papers</p>  | <p>Hard copy from Parish Clerk</p>                                 | <p>10p per sheet</p>          |
| <p>Responses to planning applications</p>  | <p>Hard copy from Parish Clerk</p>                                 | <p>10p per sheet</p>          |
| <p>Bye-laws</p>  | <p>Hard copy from Parish Clerk</p>                                 | <p>10p per sheet</p>          |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br/>Current information only</p> |  |                               |

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| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Code of Conduct  | Hard copy available from Parish Clerk | 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Available shortly                     |               |
| Information security policy  | Hard copy available from Parish Clerk | 10p per sheet |
| Records management policies (records retention, destruction and archive)   | Hard copy available from Parish Clerk | 10 per sheet  |
| Data protection policies   | Hard copy available from Parish Clerk | 10p per sheet |
| Schedule of charges for the publication of information   | Hard copy available from Parish Clerk | 10p per sheet |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only  |                                       |               |

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|---|--|---------------|
| Any publicly available register or list   | Information or hard copy available from Parish Clerk         | 10p per sheet |
| Assets Register   | Hard copy available from Parish Clerk                        | 10p per sheet |
| Register of members' interests  | Hard copy from Parish Clerk                                  | 10p per sheet |
| Register of gifts and hospitality   | Hard copy from Parish Clerk                                  | 10p per sheet |
| <p><b>Class 7 – The services we offer</b><br/>         (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> |  |               |
| Allotments  | Rules - Hard copy from Parish Clerk                          | 10p per sheet |
| Burial grounds  | Forms, charges and regulations - Hard copy from Parish Clerk | 10p per sheet |
| Community centres and village halls   | N/A  |               |
| Recreational facilities   | Hard copy from Parish Clerk                                  | 10p per sheet |
| Seating   | Hard copy from Parish Clerk                                  | 10p per sheet |
| Bus shelters  | Hard copy from Parish Clerk                                  | 10p per sheet |

|   |   |               |
|---|---|---------------|
| Markets   | N/A                                     |               |
| Public conveniences   | N/A                                     |               |
| Agency agreements   | None                                    |               |
| A summary of services for which the council is entitled to recover a fee, together with those fees - Cemetery Fees and Allotment Fees, etc      | Hard copies available from Parish Clerk | 10p per sheet |
|   |   |               |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |   |               |
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**Contact details: Margaret Weston, Parish Clerk and Responsible Financial Officer, Tel: 023 8081 3218  
or e-mail:lyndhurstpc@woodlands.mail1.co.uk**

## SCHEDULE OF CHARGES

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost  |
|                          | Photocopying @ 50p per sheet (colour)        | Actual cost  |
|                          |  |  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class + packing |
|                          |  |  |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation                        |
|                          |  |  |
| <b>Other</b>             |  |  |
|                          |  |  |