



Information available from Compton & Shawford Parish Council under the model publication scheme issued by the Information Commissioner's Office

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	www.comptonshawford-pc.gov.uk	free
Who's who on the Council and its Committees	Web site (above)	free
Contact details for Parish Clerk and Council members	Web site	free
Location of main Council office and accessibility details	Web site	free
Staffing structure	Clerk	free
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) Current and previous financial year as a minimum	Clerk	£13.15 per hour
Annual return form and report by auditor	Clerk	£13.15 per hour
Finalised budget	Web site	Free

Compton & Shawford Parish Council Publication Scheme and
Guide to information

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Precept	Web site	Free
Borrowing Approval letter	Clerk	£13.15 per hour
Financial Standing Orders and Regulations	Website	free
Grants given and received	Clerk	£13.15 per hour
List of current contracts awarded and value of contract	Clerk	£13.15 per hour
Members' allowances and expenses	Clerk	£13.15 per hour
Class 3 – What our priorities are and how we are doing (Strategies, plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Web site	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site	Free
Quality status	Clerk	Free
Local charters drawn up in accordance with DCLG guidelines	Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		£13.15 per hour
Current and previous council year as a minimum	Clerk	
Timetable of Council meetings	Full Council meets first Tuesdays of Jan, Mar, May, Jul, Sept, Nov.	Free
Timetable of Committee and Subcommittee meetings, Meeting Agendas	Notice Boards	Free

Compton & Shawford Parish Council Publication Scheme and
Guide to information

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Annual Parish Meeting (normally held mid to late April) It is the PC's practice to deliver meeting invitations to every household in the Parish	Notice Boards, website, Parish Magazine	Free
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting).	Clerk	Free
Responses to consultation papers	Clerk	£13.15 per hour
Responses to planning applications	Clerk	£13.15 per hour
Bye-laws	Clerk	£13.15 per hour
Class 5 – Our policies and procedures (Most of the material listed in this section is also available free on the website) (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Clerk	£13.15 per hour
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Clerk	£13.15 per hour

Compton & Shawford Parish Council Publication Scheme and
Guide to information

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Clerk	£13.15 per hour
Information security policy	Clerk	£13.15 per hour
Records management policies (records retention, destruction and archive)	Clerk	£13.15 per hour
Data protection policies	Clerk	£13.15 per hour
Schedule of charges (for the publication of information)	Clerk	£13.15 per hour

Compton & Shawford Parish Council Publication Scheme and
Guide to information

Class 6 – Lists and Registers Currently maintained lists and registers only	Clerk	£13.15 per hour
Any publicly available register or list	Clerk	£13.15 per hour
Assets Register	Clerk	£13.15 per hour
Disclosure log	Clerk	£13.15 per hour
Register of members' interests (it is a legal requirement that the Register of Members' Interests be published via the website)	Website	
Register of gifts and hospitality	Clerk	£13.15 per hour
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Clerk	£13.15~ per hour
Current information only		
Allotments	None	
Burial grounds and closed churchyards	Clerk	
Community centres and village halls	Clerk	£13.15 per hour
Parks, playing fields and recreational facilities	Clerk	£13.15 per hour

Compton & Shawford Parish Council Publication Scheme and
Guide to information

Seating, litter bins, clocks, memorials and lighting	Clerk	£13.15 per hour
Bus shelters	Clerk	£13.15 per hour
Markets	None	
Public conveniences	None	
Agency agreements	Clerk	£13.15 per hour
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	£13.15 per hour

Note that if the information can be supplied by email, and the applicant chooses to receive it in that format, charges for the clerk's time will still apply. Charges for consumables and for the clerk's time also apply for requests for physical copies of material that is available for free on the website. These may also incur the cost of printing as shown below.

Contact details:

David Drake, Clerk,
PO BOX 565, Winchester, Hampshire SO23 3HG
Phone: 01962 600198
email: clerk@comptonshawford-pc.gov.uk

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Printing Costs
	Photocopying @ 30p per sheet (colour)	Printing Costs
	Postage	Actual cost of Royal Mail standard 2 nd class
Clerk's Time	£13.15 per hour	Local Government Salary rate. Minimum charge one hour.