

# ALDERHOLT PARISH COUNCIL

## ALDERHOLT PARISH COUNCIL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts (current information only)		
Who's who on the Council and its Committees	Web site/Notice board Hard copy-contact clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site/Notice board Hard copy-contact clerk	Free Free
Location of main Council office and accessibility details	Web site/ Notice board Hard copy-contact clerk	Free Free
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Annual return form and report by auditor	Notice board Hard copy-contact clerk	Free
Finalised budget	Council Minutes-website Hard copy-contact clerk	Free
Precept	Hard copy-contact clerk Printed in Council Minutes	Free
Financial Standing Orders and Regulations	Hard copy-contact clerk	Free
Grants given and received	Hard copy-contact clerk Printed in Council Minutes	Free
Members' allowances and expenses	Hard copy-contact clerk	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy from clerk Website	Free

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Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Meeting Minutes Website	Free
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions (Current and previous council year as a minimum)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site Hard copy-contact clerk	Free
Agendas of meetings	Web site/ Notice board Hard copy-contact clerk	Free
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting).	Web site Hard copy-contact clerk	Free
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting).	Website (agreed to not put all on) Hard copy-contact clerk	Free
Responses to consultation papers	Included in minutes-website	Free
Responses to planning applications	Included in minutes Parish Magazine	Free
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Hard copy-contact clerk Hard copy-contact clerk Hard copy-contact standards board or clerk Website	Free
<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)	Free
Assets Register	Hard copy-contact clerk	Free

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Register of members' interests	Hard copy-contact clerk/EDDC EDDC website	Free
Register of gifts and hospitality	Hard copy-contact clerk/ EDDC EDDC website	Free
<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	Hard copy-tenancy agreement-contact clerk Website	Free

### Contact details:

Mrs M Humby Parish Clerk

Parish office 1 Station Road, Alderholt, Fordingbridge, Hampshire, SP6 3RB 01425 657587

[clerk@alderholtparishcouncil.co.uk](mailto:clerk@alderholtparishcouncil.co.uk)

[www.alderholtparishcouncil.gov.uk](http://www.alderholtparishcouncil.gov.uk)

Date	Min	Action
08/06/09	105/09	Amended
14/05/12	PC 80/12	Reviewed – No change
23/02/15	P&F 07/15	Reviewed – No change
Next Review	Feb 2019	

Signed;

Maria Humby  
Clerk