

**INFORMATION AVAILABLE FROM SHALFLEET (IOW) PARISH COUNCIL  
UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) 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>	(Hard copy and/or website)	
Who’s who on the Council and its Committees	Website/Village News	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Village News	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<p><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</p>	(Hard copy and/or website)	

Annual return form and report by auditor	By application to Clerk	50p
Finalised budget	By application to Clerk	50p
Precept	From minutes (website)	Free
Borrowing Approval letter	No borrowing programme	
Financial Standing Orders and Regulations	By application to Clerk	50p
Grants given and received	By application to Clerk	50p
List of current contracts awarded and value of contract	By application to Clerk	50p
Members' allowances and expenses	By application to Clerk	50p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy)	
Parish Plan (current and previous year as a minimum)	Community Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	By application to Clerk or Website	Free
Local charters drawn up in accordance with DCLG guidelines	From IWC	-
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(Hard copy of website)	
Current and previous council year as a minimum	All minutes on website	Free
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Website and Village News	Free

Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – NB: This will exclude information that is properly regarded as private to the meeting	Website	Free
Reports presented to Council meetings – NB: This will exclude information that is properly regarded as private to the meeting	By application to Clerk	Free
Responses to consultation papers	Usually oral at meetings	-
Responses to planning application	Website	Free
Bye-laws	None from SPC	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Hard copy or website)  Mainly hard copies by application to Clerk or Website	50p
Policies and procedures for the conduct of Council business	By application to Clerk & website	As applicable
Procedural standing orders	By application to Clerk	Postage costs only
Committee and sub-committee terms of reference	By application to Clerk	Postage costs only
Delegated authority in respect of officer	In Standing Orders	Postage costs only

Code of Conduct	By application to Clerk	Postage costs only
Policy statements	By application to Clerk	Postage costs only
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)	By application to Clerk	Postage costs only
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charge (for the publication of information)	By application to Clerk	Postage costs only
<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	
Any publicly available register or list (if any are held this should be publicised; on most circumstances existing access provisions will suffice)		
Assets Register	By application to Clerk	10p plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	

Register of members' interests	Minutes/Website	Free
Register of gifts and hospitality	By application to Clerk	
<b>Class 7 – The service we offer</b>	(Hard copy of website); some information may only be available by inspection	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None at present	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	By application to the Clerk	Postage costs only
Bus shelters		
Markets	None	
Public conveniences	None	
Agency agreements	Some grass cutting (Wellow)	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

<b>Additional Information</b>		
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This will provide Councils with the opportunity to publish information that is not itemised in the lists above

**Contact details: Shalfleet Parish Council**  
**Parish Office**  
**Main Road**  
**Newbridge**  
**Isle of Wight**  
**PO41 OTR**

**Tel: 01983 531491**

**Email: [clerk@shalfleetiow.org.uk](mailto:clerk@shalfleetiow.org.uk)**

**Website: [www.shalfleetiow.org.uk](http://www.shalfleetiow.org.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost * 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	No statutory fees levied	In accordance with the relevant legislation
<b>Other</b>		All postage at prevailing rate

\*the actual cost incurred by the public authority