

Information available from East Hagbourne Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council	http://www.easthagbourne.net/councillors.php	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	http://www.easthagbourne.net/councillors.php	Free
Location of main Council office and accessibility details	No council office, contact the Clerk http://www.easthagbourne.net/councillors.php , or see St Andrews Hagbourne Parish Magazine	Free
Staffing structure	http://www.easthagbourne.net/councillors.php	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	(hard copy and/or website)	
Annual return form and report by auditor	Contact the Clerk	Free
Finalised budget & Precept	Recorded in Parish Council Minutes (usually at December meeting) http://www.easthagbourne.net/meetings.php	Free
Borrowing Approval letter (where applicable)	Contact the Clerk	Free
Financial Standing Orders and Regulations	http://www.easthagbourne.net/publications.php	Free
Grants given and received	Recorded in Parish Council Minutes	Free

	http://www.easthagbourne.net/meetings.php	
List of current contracts awarded and value of contract	Contact the Clerk	Free
Members' allowances and expenses	Members receive no allowances. Expenses actually and necessarily incurred are recorded in minutes http://www.easthagbourne.net/meetings.php	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	http://www.easthagbourne.net/council-indiv.php?id=357&name=Parish%20Plan	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As attachment to APM minutes held in April http://www.easthagbourne.net/meetings.php	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	http://www.easthagbourne.net/meetings.php	Free
Agendas of meetings (as above)	Published on notice boards and web site 3 days in advance of the meeting http://www.easthagbourne.net/meetings.php	Free
Approved Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	http://www.easthagbourne.net/meetings.php	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As part of meeting minutes http://www.easthagbourne.net/meetings.php	
Responses to consultation papers	Available on request	Free
Responses to planning applications	Available on SODC web-site http://www.southoxon.gov.uk/services-and-advice/planning-and-building/find-application	Free
Bye-laws	Not Applicable	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: - Procedural standing orders - Financial Regulations - Code of Conduct - Mission Statement	http://www.easthagbourne.net/publications.php?dir=Statutory%20Documents	Free
Committee and sub-committee terms of reference Delegated authority in respect of officers	See minutes of Annual PC Meeting in May http://www.easthagbourne.net/meetings.php	Free

Policies and procedures for the provision of services and about the employment of staff :	Available on request	Free
Complaints procedure	Available on request	Free
Information security policy	Available on request	Free
Records management policies (records retention, destruction and archive)	Available on request	Free
Data protection policies	Available on request	Free
Schedule of charges (for the publication of information)	Available on request	Free

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Reviewed at Annual PC Meeting in May each year and reported in minutes http://www.easthagbourne.net/meetings.php	
Register of members' interests	SODC website http://www.southoxon.gov.uk/services-and-advice/local-democracy/councillors-and-committees/rules-councillors/declaration-interest	
Register of gifts and hospitality	Not Applicable	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Allotments	http://www.easthagbourne.net/publications.php?dir=Allotments&by=date&order=asc or contact the clerk	
Burial grounds and closed churchyards	Contact the clerk	

Village Hall (a charity independent of the Parish Council)	http://www.easthagbourne.parishcouncil.net/day-indiv.php?id=93&name=Hagbourne%20Village%20Hall	
Village Shop (a volunteer organisation independent of the Parish Council)	http://www.easthagbourne.parishcouncil.net/day-indiv.php?id=92&name=Shop	
Parks, playing fields and recreational facilities	http://www.easthagbourne.net/today-indiv.php?id=387&name=Parks%20and%20Recreation	
Dog Bins	http://www.easthagbourne.parishcouncil.net/local-info-indiv.php?id=178&name=Dog	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
For any other information	Contact the Clerk	

Contact details:

East Hagbourne Parish Council,
Mr Robin Parsley, Clerk,
30 Blewbury Road, East Hagbourne,
Didcot, Oxfordshire OX11 9LF
Tel 01235 814687
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation