



Information available from Hound Parish Council under the Model Publication Scheme

The Parish Office is open between 9.00am - 4.00pm Monday- Friday.

Hound Parish Council's website address is <https://www.houndparishcouncil.gov.uk/>.

Agendas are displayed in the Parish Office and the noticeboards throughout the parish.

Council and Committee minutes are available online here - <https://www.houndparishcouncil.gov.uk/meetings.html> and in the Parish Office.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are & what we do (Organisational information, structures, locations & contacts) This will be current information only	Website	FOC
Who's who on the Council & its Committees & Working Parties	Website Hard copies by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Contact details for Parish Clerk & Council Members (named contacts where possible with email address)	Website Hard copies by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Location of Parish Office & accessibility details	Website Parish Noticeboards The Scene magazine	FOC FOC FOC
Staffing structure	Inspection of information at Parish Office	FOC
Class 2 – What we spend & how we spend it		

(Financial information relating to projected & actual income & expenditure, procurement, contracts & financial audit) Current & previous financial year as a minimum		
Annual return form & report by auditor	Parish Noticeboards Hard copy by photocopy - contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Finalised budget	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
Precept	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Borrowing Approval Letter	Not applicable, however if it were: Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
Financial Standing Orders & Regulations	Website (Policies) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Grants given & received	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
List of current contracts awarded & value of contract	Inspection of information at Parish Office	FOC
Members' allowances & expenses	Inspection of information at Parish Office	FOC
Class 3 – What our priorities are & how we are doing (Strategies & plans, performance indicators, audits, inspection & reviews)		
Parish Plan (current & previous year as a minimum)	Website (minutes)	FOC
Aims & Objectives	Inspection of information at Parish Office	FOC

Annual Report to Parish Meeting (current & previous year as a minimum)	Website (minutes) Inspection of information at Parish Office	FOC FOC
Quality status	Not applicable, however if it were: Website (minutes) Inspection of information at Parish Office	FOC FOC
Local charters drawn up in accordance with DCLG guidelines	Not applicable, however if it were: Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
<u>Class 4 – How we make decisions</u> (Decision making processes & records of decisions) Current & previous council year as a minimum		
Timetable of meetings (Council, committee meetings & Parish meetings)	Website (Calendar of meetings) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Agenda of meetings (as above)	Website Parish Office Parish Noticeboards Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC FOC FOC 10p per sheet FOC
Minutes of meetings (as above) NB This will exclude information that is properly regarded as private to the meeting	Website Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Reports presented to Council meetings NB This will exclude information that is properly regarded as private to the meeting	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
Responses to consultation papers	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Responses to planning applications	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC

Byelaws	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
<u>Class 5 – Our policies & procedures</u> (Current written protocols, policies & procedures for delivering our services & responsibilities) Current information only		
Policies & procedures for the conduct of Council business: Procedural Standing Orders Committee & sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
Policies & procedures for the provision of services & about the employment of staff: Internal policies relating to the delivery of services Equality & diversity policy Health & Safety policy Recruitment policies (including current vacancies) Policies & procedures for handling requests for information Complaints procedures (including those covering requests for information & operating the publication scheme)	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
Information security policy	Website (Policies) Hard copies by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Records management policies (records retention, destruction & archive)	Website (Policies) Hard copies by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC

Data Protection policies	Website (policies) Hard copies by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Schedule of charges (for the publication of information)	Website (Policies) Hard copies by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Class 6 – Lists & Registers Currently maintained lists & registers only		
Any publicly available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)	Inspection of information at Parish Office	FOC
Assets register	Inspection of information at Parish Office	FOC
Disclosure log (indicating the information that has been provided to requests: recommended as good practice, but may not be held by parish councils)	Inspection of information at Parish Office	FOC
Register of Members' interests	Inspection of information at Parish Office Website Declaration of Interests also held by Eastleigh Borough Council	FOC FOC EBC fees may apply
Register of gifts & hospitality	Inspection of information at Parish Office Information also held by Eastleigh Borough Council	FOC EBC fees may apply
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance & newsletters produced for the public & business) Current information only		
Allotments	Website Inspection of information at Parish Office	FOC FOC

Burial Ground & closed churchyard	Website Inspection of information at Parish Office	FOC FOC
Community centres & parish halls	Website Inspection of information at Parish Office The Scene magazine & other local publications	FOC FOC FOC
Parks, Playing Fields & recreational facilities	Website Inspection of information at Parish Office	FOC FOC
Seating, litterbins, clocks, memorials & lighting	Website Inspection of information at Parish Office	FOC FOC
Bus shelters	Not applicable, but if it were: Website Inspection of information at Parish Office	FOC FOC
Markets	Not applicable, but if it were: Website Inspection of information at Parish Office	FOC FOC
Public conveniences	Website Inspection of information at Parish Office	FOC FOC
Agency agreements	Not applicable, but if it were: Website Inspection of information at Parish Office	FOC FOC
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Inspection of information at Parish Office	FOC FOC
Additional information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
No additional information		

Contact details

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Schedule of charges

This describes how the charges have been arrived at & should be published as part of the guide

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost ¹ *
	Postage	Actual cost of Royal Mail standard second class
Statutory fee		In accordance with the relevant legislation (quote the actual statute)
Other		None

¹ * The actual cost incurred by the public authority