

Freedom of Information Act 2000

Information available from Odiham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>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/electronic/hard copy	10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website/electronic/hard copy	10p
Location of main Council office and accessibility details	Website/electronic/hard copy	10p
Staffing structure	Website/electronic/hard copy	10p
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Website/electronic/hard copy	
Annual return form and report by auditor	electronic/hard copy	10p
Finalised budget	electronic/hard copy	10p
Precept	electronic/hard copy	10p
Borrowing Approval letter	n/a	10p
Financial Standing Orders and Regulations	electronic/hard copy	10p
Grants given and received	electronic/hard copy	10p
List of current contracts awarded and value of contract	electronic/hard copy	10p
Members' allowances and expenses	electronic/hard copy	10p
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	VDS available – hard copy	£4 copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	electronic/hard copy	10p
Quality status	Not a QPC	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard copy	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	electronic/hard copy	10p
Responses to consultation papers	electronic/hard copy	10p
Responses to planning applications	Website/electronic/hard copy	10p
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/electronic/hard copy Electronic/hard copy Electronic/hard copy Electronic/hard copy Electronic/hard copy	10p
Policies and procedures for the provision of services and about the employment of staff: 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)	Electronic/hard copy Tbc Tbc Electronic/hard copy Electronic/hard copy Electronic/hard copy	10p
Information security policy	Electronic/hard copy	10p
Records management policies (records retention, destruction and archive)	Electronic/hard copy	10p
Data protection policies	Electronic/hard copy	10p
Schedule of charges (for the publication of information)	Electronic/hard copy	10p
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electronic/hard copy	10p
Assets Register	Electronic/hard copy	10p
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)	N/A	
Register of members' interests	Hart District Council	
Register of gifts and hospitality	Hard copy/electronic	10p
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)	
Current information only		
Allotments	Tbc	

Burial grounds and closed churchyards	Hard copy/electronic	10p
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard copy/electronic	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy/electronic	10p
Bus shelters	n/a	
Markets	Hart District Council	
Public conveniences	Tbc	
Agency agreements	Hard copy/electronic	10p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/electronic	10p
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The Clerk knows of none		

Contact details:

**The Clerk
Odiham Parish Council
The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and 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 *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage At cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority