



HALE PARISH COUNCIL

PUBLICATION SCHEME

This Publication Scheme commits Hale Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes listed below, where such information is currently held by Hale Parish Council.

Information available from Hale Parish Council under the Publication Scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do Organisational information, structures, locations and contacts – current information only This comprises the documents listed below.	Hard copy or by email from the clerk and/or website
Who's who on the Council and its Committees	Hard copy and website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Hard copy, email, website and notice board
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 This comprises the documents listed below	Hard copy or by email from the clerk and/or website
Annual return form and report by auditor	Hard copy, email, website

Finalised budget	Hard copy and email
Payments ledger	Hard copy and email
Precept	Hard copy and email
Grants given and received	Hard copy and email
List of current contracts awarded and value of contract	Not applicable
Members' allowances and expenses	Available on request from clerk.
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews This comprises the documents listed below	Hard copy or by email from the clerk and/or website
Parish Plan - current and previous	Hard copy and website
Annual Report to Annual Parish Assembly - current and previous year	Hard copy, email, website
Quality status	
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year This comprises the documents listed below	Hard copy or by email from the clerk and/or website
Timetable of meetings - Council, any committee/sub-committee meetings and parish meetings	Hard copy and email
Agendas of meetings	Hard copy, email, website, noticeboard.
Minutes of meetings as above – this will exclude information that is properly regarded as private to the meeting.	Hard copy, email, website, parish magazine

Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy, website, email.
Responses to consultation papers	Hard copy, email.
Responses to planning applications	Hard copy, NFNPA website.
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only This comprises the documents below	Hard copy or by email from the clerk and/or website
Policies and procedures for the conduct of council business: Standing orders and Financial Regulations Committee and sub-committee terms of reference Code of Conduct Fundamental Principles	Hard copy, email, website. Hard copy, email, website. Hard copy, email, website. Hard copy, email, website.
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures Disciplinary and Grievance policies	Hard copy, email, website. Hard copy, email, website. Hard copy, email, website. Hard copy, email, website. Hard copy, email, website.
Class 6 – Lists and Registers	

Currently maintained lists and registers only	Hard copy or by email from the clerk and/or website
This comprises the documents listed below	
Any publicly available register or list	Hard copy or email
Assets Register	Hard copy or email
Register of members' interests	Hard copy, email, website
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Hard copy or by email from the clerk and/or website
Burial ground	Hard copy or email.
Newsletter	Hard copy, email, website and parish magazine.
Additional Information Hale Parish Council will publish such other information as it may have from time to time.	

Contact details: Clerk to Hale Parish Council: Mrs Amanda Johnson, Amberwood, Highfield Lane, Woodfalls, Salisbury, Wilts SP5 2NG
hpcclerk@gmail.com; 07553 728121 01725 511636

SCHEDULE OF CHARGES

Hale Parish Council reserves the right to charge for the information provided.

One copy of any available document will be supplied free of charge to any resident within Hale Parish.

Multiple copies of any available document will be supplied to any resident within Hale Parish on payment of the actual cost of copying and postage.

The Parish Plan is available free of charge but there are limited copies so sharing/borrowing is encouraged.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 side (black & white)	Based on computer print
	Photocopying @ 20p per A4 side (colour)	Based on computer print
	Postage	Actual cost of Royal Mail standard 2 nd class

Approved on: 20th July 2021

To be reviewed: July 2024