



Hanslope Parish Council



INFORMATION AVAILABLE FROM HANSLOPE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Please note an administration charge of £10.00 will be made for information/copying obtained from the Parish Clerk.

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only

Table 1 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboards	Free Free
List of councillor or member responsibilities	Website	Free



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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.

Table 2 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Annual return form (AGAR) and report by auditor including end of year accounts, annual governance statement and internal audit report	Website	Free
Finalised budget	Website	Free
Precept	Website - minutes	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website - minutes	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses – where applicable	Website	Free
Spending over £100 included in monthly minutes	Minutes – website	Free



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Class 3 – What our priorities are and how we are doing
(Strategies and plans, performance indicators, audits, inspections and reviews)

Table 3 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous years - where applicable)	Website –	Free
Annual Reports to Parish Meeting (current and previous year as available)	Website	Free
Business Plan	Under review	
Annual action plan	Under review	

Class 4 – How we make decisions
(Decision making processes and records of decisions)
Current and previous council year as a minimum.

Table 4 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Website Noticeboards	Free Free
Agendas of meetings	Website - All Noticeboards – current meeting	Free



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Minutes of meetings <i>NB this will exclude information discussed under the Public Bodies (Admission to Meetings) Act 1960.</i>	Website Noticeboards – current meeting	Free
Reports presented to council meetings - <i>NB this will exclude information discussed under the Public Bodies (Admission to Meetings) Act 1960.</i>	On request	Charged
Responses to consultation papers	Website – minutes Otherwise charged	Free
Responses to planning applications	Website – minutes Otherwise charged	Free

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

Table 5 Where information is published and costs

Information to be published	How the information can be obtained	Cost
<i>Policies and procedures for the conduct of council business:</i> Standing orders Code of Conduct Financial Regulations Risk Assessments Risk Register	Website Hard copies	Free Charged
<i>Policies and procedures related to council:</i> Equality and Diversity policy Financial Reserves policy Health and safety policy Social media policy	Where applicable and not already on website	Charged



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<i>Policies and procedures for the provision of services:</i> Allotment Rules Allotment Handbook Allotments Risk Assessment Allotment tenancy agreement	Website Charged Website Website	Free Free
<i>Policies related to data protection and GDPR</i> Information and Data protection policy Subject access Request procedure	Website Conforms to ICO procedure	Free
Schedule of charges (for the publication of information)	Website	Free



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Class 6 – Lists and Registers

Currently maintained lists and registers only (or website; some information may only be available by inspection)

Table 6 Where information is published and costs

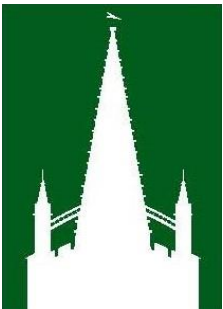
Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice):	Not applicable	
Assets Register	Website	Free
Register of members' interests	Website and- On Milton Keynes City Council website	Free
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) Current information only.

Table 7 Where information is published and costs

Information to be published	How the information can be obtained	Cost
Playing fields and recreational facilities	Website	Free
Parish Council owned dog bins	Website	Free



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Bus shelters	Website	Free
Allotments	Website	Free
Defibrillators	Website	Free

Contact details:

The Clerk Hanslope Parish Council c/o
Hanslope Pavilion, Recreation Ground
Castlethorpe Road
Hanslope
MK19 7LG
Email: clerk@Hanslopeparishcouncil.gov.uk
Tel: 07383 091319

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. **An administration charge of £10.00. will be made for information/copying obtained from the Parish Clerk.**

Table 8 Details of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ (black & white)	Flat £10 rate
	Postage	Flat £10 rate

This policy is reviewed annually by the council at the annual council meeting when any relevant changes will be made. See minutes for further details