



Information available under the Model Publication Scheme

Adopted: 19th August 2020

Review due: August 2021

Selborne Parish Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office. This scheme commits the Council to make information available to members of the public. This document sets out details of the information available under this scheme and how the public can access it.

Any material published or accessed on the Council's website www.selborneparishcouncil.gov.uk is provided free of charge. The Schedule of Costs at the end of this document sets out the charges made if information in hard copy is requested. Alternatively, information may be viewed by contacting the Clerk (details at the end of this document).

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do <i>Current information only</i>	
Who's who on the Council and its Committees	Website, email & hard copy
Contact details for Parish Clerk and Council members	Website, email & hard copy
Accessibility details for Clerk	Website, email & hard copy
Staffing structure	Website, email & hard copy
Class 2 – What we spend and how we spend it <i>Current & previous financial year as a minimum</i>	
Annual return form and report by auditor	Website, email & hard copy
Finalised budget	Website, email & hard copy
Precept	Website, email & hard copy
Financial Regulations	Website, email & hard copy
Grants given and received	Hard copy & email
List of current contracts awarded and value of contract	Hard copy & email
Members' allowances and expenses	Hard copy & email
Class 3 – What our priorities are and how we are doing <i>Current and previous year as a minimum</i>	
Selborne Village Community Plan (current version)	Hard copy & email
Annual Report to Parish Meeting	Hard copy
Selborne Village Design statement	Hard copy & email
Selborne LLCA	
Class 4 – How we make decisions <i>Current and previous year as a minimum</i>	

Timetable of Council meetings	Website, email & hard copy
Agendas of Council meetings	Website, email & hard copy
Minutes of Council meetings (excluding information that is properly regarded as private to the meeting)	Website, email & hard copy
Reports presented to Council meetings (excluding information that is properly regarded as private to the meeting)	Website, email & hard copy
Responses to consultation papers	Hard copy & email
Responses to planning applications	Website, email & hard copy
Bye-laws	Not applicable
Class 5 – Our policies and procedures <i>Current information only</i>	
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	Website, email & hard copy
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)	Email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy
Data Protection policy	Website, email & hard copy
Schedule of charges (for the publication of information)	Website, email & hard copy

Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	
Any publicly available register or list	Hard copy & email
Assets Register	Website, email & hard copy
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy & email
Register of members' interests	Website, email & hard copy
Register of gifts and hospitality	Hard copy & email
Class 7 – The services we offer <i>Current information only</i>	
Allotments	Website, email & hard copy
Parks, playing fields and recreational facilities	Hard copy & email

Seating & litter bins	Hard copy & email
Playgrounds	Hard copy & email

How to make a request for information

Requests for information should be made in writing/by email and will be dealt with within 28 days:

By post: Selborne Parish Council, Village Hall, High Street, Selborne GU34 3JR

By email: clerk@selborneparishcouncil.gov.uk

Telephone: 07908 408025

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class service