



MEDSTEAD PARISH COUNCIL

PUBLICATION SCHEME

Classes of information to be published	How the information can be obtained
Class 1- Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance. <i>Current information only</i>	
Who's who on the Council and its Committees	Website / parish noticeboards / hard copy
Contact details for Parish Clerk - telephone number, address and email address	Website / parish noticeboards / hard copy
Contact details for Councillors - email addresses	Website / parish noticeboards / hard copy
Location of main Council office and accessibility details	Website / parish noticeboards / hard copy
Staffing structure	Website / hard copy
Standing Orders	Website / hard copy
Risk Management Scheme	Website / hard copy
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.	
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Financial Regulations	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Website
Borrowing approval letter	N/a
Members allowances	N/a
Class 3 – What our priorities are and how we are doing	
Neighbourhood Plan	Website / hard copy
Annual report to Parish Meeting	Website / hard copy
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / parish noticeboards / hard copy
Agendas of meetings	Website / hard copy (from 2018) Electronic /hard copy (from March 2012)

Minutes of meetings	Website / hard copy (from 2018) Electronic /hard copy (from March 2012)
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting	Electronic / hard copy
Responses to planning applications	Minutes (website / hard copy)
Responses to consultations	Minutes (website / hard copy)
Class 5 – Our policies and procedures	
Listed of policies and procedures	Website / hard copy
The individual policies and procedures	Website / hard copy
Class 6 - Lists and Registers	
Grave listings	Hard copy
Asset register	Website / hard copy
Register of members interests	Website / hard copy
Register of gifts and hospitality	Website / hard copy
Class 7- Services we offer	
Cemetery facilities Fees, facilities and procedures	Website / hard copy
Description of all other facilities	Website / hard copy

Contact details:

Julie Russell, Parish Clerk and RFO
Medstead Parish Office
Roe Downs Road
Medstead
GU34 5LG
Email: Clerk@medsteadpc.org
Tel: 07711 107378
Website: www.medsteadpc.org

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @10p per sheet (black and white)	Actual Cost
Disbursement cost	Photocopying @10p per sheet (colour)	Actual cost
Disbursement cost	Postage – stamp and envelope	Actual cost