Information available from Chandler's Ford Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	FOC
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copies by photocopy – contact the Parish Office	FOC 10p per sheet
Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Hard copies by photocopy – contact the Parish Office	FOC 10p per sheet
Location of main Council office and accessibility details	Website Parish Noticeboards Discover Magazine Social media – facebook and Instagram	FOC
Staffing structure	Inspection of information at Parish Office	FOC

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website (Finance and Audits Parish Noticeboard Hard copy by photocopy – contact Parish Office	FOC FOC 10p per sheet
Finalised budget	Website (Finance and Audits) Hard copy by photocopy – contact Parish Office	FOC 10p per sheet
Precept	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Borrowing Approval letter	Inspection of information at Parish Office	FOC
All items of expenditure above £100	Website (Finance and Audits) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Financial Standing Orders and Regulations	Website Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Grants given and received	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
List of current contracts awarded and value of contract	Inspection of information at Parish Office	FOC
Members' allowances and expenses	Inspection of information at Parish Office	FOC

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy by photocopy – contact Parish Office	FOC 10p per sheet
Parish Plan	Website (minutes) Hard copy by photocopy – contact Parish Office	FOC 10p per sheet
Annual Report to Parish or Community Meeting	Website (minutes) Inspection of information at Parish Office	FOC FOC
Quality status	Not applicable, however if it were: Website (minutes) Inspection of information at Parish Office	 FOC FOC
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable, however if it were: Website (minutes) Inspection of information at Parish Office	 FOC FOC
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Inspection of information at Parish Office	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website (Meeting Dates) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Agendas of meetings (as above)	Website Parish Office Parish Noticeboard Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC FOC FOC 10p per sheet FOC
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC FOC FOC
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC
Responses to consultation papers	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Responses to planning applications	Website (minutes) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office Responses submitted also available to view on the Eastleigh Borough Council planning portal against each application https://www.eastleigh.gov.uk/planning-and-building/view-planning-applications	FOC 10p per sheet FOC FOC
Bye-laws	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC FOC

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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 (policies) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	10p per sheet FOC

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website (policies) Hard copy by photocopy – contact Parish Office Inspection of information at Parish Office	FOC 10p per sheet FOC
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection of information at Parish Office	FOC
Assets register, including details of public land and building assets	Inspection of information at Parish Office	FOC
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Inspection of information at Parish Office	FOC
Register of members' interests	Website Inspection of information at Parish Office Declaration of Interests also held by Eastleigh Borough Council	FOC FOC EBC fees may apply
Register of gifts and hospitality	Inspection of information at Parish Office Information also held by Eastleigh Borough Council	FOC EBC fees may apply

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 website; some information may only be available by inspection)	
Allotments	Website Inspection of information at Parish Office	FOC FOC
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Website Inspection of information at Parish Office Discover Magazine Social Media – facebook / instagram	FOC FOC FOC FOC
Parks, playing fields and recreational facilities	Website Inspection of information at Parish Office Discover Magazine Social Media – facebook / instagram	FOC FOC FOC FOC
Seating, litter bins, clocks, memorials and lighting	Clocks, memorials and lighting – not applicable Inspection of information at Parish Office	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Inspection of information at Parish Office	FOC FOC

Additional Information Information not itemised in the lists above		
No additional information		

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 @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
		* the actual cost incurred

Policy version – PS2025
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