

**INFORMATION AVAILABLE UNDER THE MODEL
PUBLICATION SCHEME
HAMBLEDON PARISH COUNCIL**

Adopted Oct 2018

Reviewed 01 Mar 2021 (Minutes Ref 1191)

Reviewed 01 Sept 2025 (Minutes Ref 2746; revision as follows:

- Amendment of the Clerk's telephone number under 'contact details')



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INFORMATION TO BE PUBLISHED

Class 1 - Who We Are and What We Do

(Organisational information, structures, locations and contacts.)

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk; or website)	Cost
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	n/a	n/a
Staffing structure	n/a	n/a

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.

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk; or website)	Cost
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	n/a	n/a

Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	10p/sheet

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.

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk; or website)	Cost
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

Class 4 – How We Make Decisions

(Decision making processes and records of decisions) Current and previous council year as a minimum.

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk; or website)	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website (within minutes)	Free
Responses to planning applications	Website (within minutes)	Free
Bye-laws	n/a	n/a

Class 5 – Our Policies and Procedures

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

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk ; or website)	Cost
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 • Hardcopy on request • Hardcopy on request • Website • Website	• Free • 10p/sheet • 10p/sheet • Free • Free

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 (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	• n/a • Website • Website • n/a • Website • Website	• n/a • Free • Free • n/a • Free • Free
Information security policy	n/a	n/a
Records management policies (records retention, destruction and archive)	Hardcopy on request	10p/sheet
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website (this document)	Free

Class 6 – Lists and Registers

Currently maintained lists and registers only.

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk; or website)	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	n/a
Assets register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	n/a
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free

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.

	How the information can be obtained (hard copy via clerk@hambledon-pc.gov.uk; or website)	Cost
Allotments	n/a	n/a
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	n/a	n/a

Parks, playing fields and recreational facilities	Hard copy on request	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy on request	10p/sheet
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Tennis -website	Free

ADDITIONAL INFORMATION

This will provide Councils with the opportunity to publish information that is not itemised in the lists above.

	How the information can be obtained (hard copy via clerk@hambledon- pc.gov.uk ; or website)	Cost
Hambledonian articles	Hambledonian/Website	Free
Parish Council noticeboard	Also made available on website	Free
E-mails from Clerk to Villagers on distribution list	Hard-copy on request	10p/sheet

CONTACT DETAILS

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Hambledon Hampshire PO7 4SU

Tel: 07701 018321

E-mail: clerk@hambledon-pc.gov.uk

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 @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd

* the actual cost incurred by the public authority