

Information available from Penton Mewsey Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact clerk	Free 10p/A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact clerk	Free 10p/A4 sheet
Location of main Council office and accessibility details	Hard copy – contact clerk	Free 10p/A4 sheet
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		
Annual return form and report by auditor	Hard copy – contact clerk	10p/A4 sheet
Finalised budget	Hard copy – contact clerk	10p/A4 sheet
Precept	Hard copy – contact clerk	10p/A4 sheet
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy – contact clerk	10p/A4 sheet
Grants given and received	Hard copy – contact clerk	
List of current contracts awarded and value of contract	None	
Members' allowances and expenses (= Chairman's	Hard copy – contact clerk	10p/A4 sheet

allowance only)		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum). In Minutes of Annual Parish Assembly	Hard copy – contact clerk	Free 10p/A4 sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
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, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact clerk	Free 10p/A4 sheet
Agendas of meetings (as above)	Website Hard copy – contact clerk	10p/A4 sheet
Minutes of Meetings [MOM] (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free 10p/A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Included in MOM	
Responses to consultation papers	Included in MOM	
Responses to planning applications	Included in MOM	
Bye-laws	None	10p/A4 sheet

Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral Register Apply to TVBC	
Assets Register	Hard copy – contact clerk	10p/A4 sheet
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	
Register of members' interests	Website Hard copy contact clerk	
Register of gifts and hospitality	None	
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		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p/A4 sheet
Bus shelters	Hard copy – contact clerk	10p/A4 sheet
Markets	None	
Public conveniences	None	
Agency agreements	None	
Summary of services for which the council is entitled to recover a fee (e.g. burial fees)	None	
Additional Information (not itemised in the lists above)	None	
Contact details:		

Clerk to the Council, Kea's Cottage, Chalkcroft Lane, Penton Mewsey, Andover, Hants SP11 0RF		
Phone 01264 771866		
Website http://www.pentonmewsey.org.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 incurred by the public authority
	Photocopying colour	n/a
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	