

STEEP PARISH COUNCIL



Information available from Steep Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Steep Parish Council	www.steep-pc.gov.uk	
Councillors contact details and their responsibilities	www.steep-pc.gov.uk	
Parish Clerk email clerk@steep-pc.gov.uk Telephone 01730 774935	www.steep-pc.gov.uk	
Parish Office address: Steep Village Hall, 28 Church Road, Steep. Hampshire, GU32 2DN		

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Hard copy or email via the Parish Clerk	
Finalised budget	Hard copy or email via the Parish Clerk	
Precept	Hard copy or email via the Parish Clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy or email via the Parish Clerk	
Grants given and received	Hard copy or email via the Parish Clerk	
List of current contracts awarded and value of contract	Hard copy or email via the Parish Clerk	
Members’ allowances and expenses	Not applicable	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	www.steep-pc.gov.uk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email via Parish Clerk	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Notice Board/Website or hard copy via the Parish Clerk	
Agendas of meetings (as above)	Notice Board/Website or hard copy via the Parish Clerk	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy via the Parish Clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email via the Parish Clerk	
Responses to consultation papers	Hard copy or email via the Parish Clerk	
Responses to planning applications	Via EHDC or SDNPA website	

Byelaws	Not applicable	
	(hard copy or website)	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	www.steep-pc.gov.uk	
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	Not applicable Not applicable	

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)	Not applicable Not applicable www.steep-pc.gov.uk www.steep-pc.gov.uk	
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	www.steep-pc.gov.uk	
Data protection policies	www.steep-pc.gov.uk	
Schedule of charges (for the publication of information)	See end of document	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	Not applicable	
Assets register	Hard copy or email via Parish Clerk	
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)	Not applicable	
Register of members’ interests	Hard copy or email via Parish Clerk	
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer	(hard copy or website;	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	some information may only be available by inspection)	
Allotments	Via the Parish Clerk	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	None available	
Seating, litter bins, clocks, memorials and lighting	None available	
Bus shelters	None available	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement	Via the Parish Clerk	
Parish Plan	Via the Parish Clerk	
Neighbourhood Plan	Via the Parish Clerk	

Contact details:

Parish Clerk, Steep Village Hall, 28 Church Road, Steep, Petersfield, GU32 2DN
www.steep-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 @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority