

MELCHET PARK AND PLAITFORD PARISH COUNCIL Electorate 252

Publication Scheme under Freedom of Information Act 2000

The purpose of this publication scheme is to identify information available routinely and usually on the website, but otherwise available on written request and accompanied by the appropriate fee where applicable.

This Council's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the Parish.

Core Classes of Information – Available by written application

only from the Clerk (The Parish Office, PO Box 297, Romsey, Hampshire SO51 6WR) or from this website.

1. Council Internal Practice and Procedures

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of council meetings (limited to last 2 years)	A4 sheets (typically 2 per meeting)	Yes £1.50 per meeting
Procedural Standing Orders	A4 sheets (10)	Yes £10 per copy
Council's Annual report to Parish Meeting	Minutes of Annual Parish Meeting, A4 sheets (typically 2)	Yes £1.50 per meeting

2. Code of Conduct

Information	Format in which it is available	Charge for supply (yes/no)
Members' declaration of acceptance of office	Monitoring Officer at Test Valley Borough Council (Legal Dept.) holds this	Not known
Members' register of interests	Available to view at the end of every Parish Council meeting)	No N/A
Register of Members' interests book	Available to view at the end of every Parish Council meeting	No N/A

3. Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information	Format in which it is available	Charge for supply (yes/no)
Information relating to the last Periodic Electoral Review of the council area	Test Valley Borough Council Administration Services holds this information	Not known
Information relating to the latest boundary review of the council area	Test Valley Borough Council Administration Services holds this information	Not known

4. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of employment	A4 sheets (4)	Yes £5.00
Job Description	A4 Sheets (2)	Yes £3.00

4. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications	A4 sheets <i>N.B. Application number must be quoted</i>	Yes £1.50 per application.

5. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Annual Return Form - limited to the last financial year	A4 sheets (4)	Yes £1.50
Annual statutory report by auditor (internal and external) - limited to the last financial year	A4 sheets (2) <i>included in the above</i>	Yes £1.50
Receipt/Payment Book, bank statements for all accounts - limited to the last financial year	Viewing by appointment in a public place	Yes Variable, at least £7 (Clerk's transport costs and time) unless viewed after a Council Meeting when there would be no charge.
Precept request - limited to the last financial year	A4 Sheet	Yes £1.50
VAT records - limited to the last financial year	Viewing by appointment in a public place	Yes Variable, at least £7 (Clerk's transport costs and time) unless viewed after a Council Meeting when there would be no charge.
Financial Standing Orders and Regulations	A4 sheets (<i>about 10</i>)	Yes £5
Assets Register	A4 sheet (1)	Yes £1.50
Financial Risk Assessments	A4 Sheet (1)	Yes £1.50