

# Information available from Micheldever Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Micheldever Parish Council has ten councillors and meets on the first Wednesday of each month (except August). Dates and times of meetings are available on our website and noticeboards or from the Clerk.</p>	<p>Website: Micheldever-pc.gov.uk or by contacting the Clerk.</p>	<p>No charge.</p>
<p>List of Council members and their responsibilities:</p> <p><b>William Helen.</b> Chairman. (Finance, Village Halls – ES and all other sub-committees). <b>David Wandless.</b> Vice-Chairman. (Finance, Planning and all other sub-committees). <b>Olive Bramley.</b> (Parish Services – Chair, Village Halls – ES). <b>Andrew Adams.</b> (Planning – Chair, Village Halls – WC, Climate Change). <b>Peter O’Keefe.</b> (Broadband &amp; Media – Chair, Climate Change – Chair, Village Halls – NH). <b>Graham Foot.</b> (Sport &amp; Recreation – Chair, Parish Services – M.Stn). <b>Suzanne Findley.</b> (Tree Warden). <b>Roger Townsend.</b> (Allotments, Finance). <b>Nick Greenwood.</b> (Planning, Parish Services – ES). <b>Lynn Drury.</b> (Finance – Chair, Climate Change).</p>	<p>Website, via the contact sheet distributed to all residents every six months and by contacting the Clerk.</p>	<p>No charge.</p>

<p><b>Postal and email address:</b>  34 Ganger Farm Way  Ampfield  Romsey  SO51 0DG  Clerk@micheldever-pc.gov.uk  Tel: 01794 368951</p> <p>Contact details for Parish Clerk and Council members</p>	Website, contact sheet and from the Clerk.	No charge.
Location of main Council office and accessibility details	Website, contact sheet and from the Clerk.	No charge.
Staffing structure Parish Clerk (Part-time) Jocelyn Jenkins		
<b>Class 2 – What we spend and how we spend it</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy Email	Free Cost of postage Free
Finalised budget	Hard copy Email	Cost of postage. Free
Precept	Hard copy Email	Cost of postage. Free
Borrowing Approval letter	Hard copy Email	Cost of postage. Free
All items of expenditure above £100	Minutes (on website) Hard copy Email	Free Cost of postage. Free
Financial Standing Orders and Regulations	Hard copy Email	Cost of postage. Free
Grants given and received	Minutes (on website) Hard copy Email	Free Cost of postage. Free
List of current contracts awarded and value of contract	Minutes (on website) Hard copy Email	Free Cost of postage Free
Members' allowances and expenses	Not applicable.	

<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Website Hard copy Email	Free Cost of postage Free
Village Design Statement	Website	Free
Annual Report to Parish or Community Meeting	Minutes of Parish Assembly (on website). July free newsletter. Hard copy. Email	Free Free to residents Cost of postage Free
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Newsletter Hard copy Email	Free Free to residents Cost of postage Free
Agendas of meetings	Website Noticeboards Hard copy Email	Free Free Cost of postage Free
Minutes of meetings	Website Hard copy Email	Free Cost of postage Free
Reports presented to council meetings	Hard copy Email	Cost of postage Free
Responses to consultation papers	Hard copy Email	Cost of postage Free
Responses to planning applications	Minutes (via website) Hard copy Email	Free Cost of postage Free
<b>Class 5 – Our policies and procedures</b>		

Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Code of Conduct</li> <li>• IT Policy</li> <li>• Data Protection Policy</li> <li>• Procurement Policy</li> <li>• Model Publication Scheme</li> <li>• GDPR Privacy Statements</li> </ul>	Website Hard copy Email	Free Cost of postage Free
<b>Class 6 – Lists and Registers</b>		
Assets register, including details of public land and building assets	Website Hardcopy Email	Free Cost of postage Free
Register of members’ interests	Hardcopy Email	Cost of postage Free
Register of gifts and hospitality	Hardcopy Email	Cost of postage Free
<b>Class 7 – The services we offer</b>		
Allotments, playing fields and play areas seating, litter bins, clock.	Hardcopy Email	Cost of postage Free

## Schedule of charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class.