

Shedfield Parish Council

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

Information available from Shedfield Parish Council under the model publication scheme adopted December 2008

Information to be published	How the information can be obtained
Class1 - Who we are and what we do This will be current information only	Website Parish Office
Who's who on Shedfield Parish Council and its Committees	Website Parish Office Parish Magazine (part)
Contact details for Parish Clerk and Council members	Website Notice Boards Parish Magazine
Location of Council office and accessibility details	Website Notice Boards
Shedfield Parish Council staffing structure	Parish Office
Class 2 – What we spend and how we spend it	Parish Office Web site
Annual Return and reports by auditors (external and internal)	Parish Office Notice Boards

Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire. SO32 2JB

Telephone: 01329 830060

Mobile: 07918 623009

shedfieldparish@btconnect.com

www.shedfieldparishcouncil.org.co.uk

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Finalised budgets 2007/2008, 2008/2009	Parish Office Website
Precept	Parish Office Website
Financial Standing Orders and Regulations	Parish Office
Grants given and received	Website Parish Office
List of current contracts awarded and value of contract	Parish Office
Members' allowances and expenses	Parish Office
Class 3 – What our priorities are and how we are doing	Parish Office Website
Parish Plan Review	Parish Office as published by Winchester City Council
Report to Annual Parish Meeting (minutes)	Parish Magazine Website Parish Office
Quality status	Pending
<i>Local charters drawn up in accordance with Winchester District Local Government guidelines (Open Space Strategy)</i>	Parish Office Website (Parish and Winchester City)

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Class 4 – How we make decisions	
Timetable of meetings (Full Council, Cemetery, Open Space, Common and Planning)	Parish Office Website
Agendas of meetings	Parish Office Website
Minutes of meetings	Parish Office Website
Reports presented to Council meetings	Parish Office
Responses to consultation papers	Parish Office
Responses to planning applications	Parish Office Website (Parish and Winchester Planning)
Bye-laws	Parish Office Displayed at recreation sites
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of Council business:	
Standing Orders Financial Regulations Code of Conduct	Parish Office Parish Office Parish Office

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Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures	Inspection only
Information security policy	Inspection only
Class 6 – Lists and Registers	
Assets Register	Parish Office
Disclosure log	Parish Office
Register of Council members' interests	Parish Office
Register of gifts and hospitality	Parish Office
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)
Allotments, Shirrell Heath	
The Cemetery, Church Road (Opposite St Johns Church)	
Sports Pavilion - Upper Church Road, Shedfield	
Shedfield Common, playing fields at Waltham Chase, Shirrell Heath, The Triangle and Shedfield Recreation Ground	

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Seating, litter bins, dog bins, and lighting	
Bus shelters (3)	
War Memorials (2)	
Local bus timetables	Available from Parish Office
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees, hire of Sports Pavilion)	Parish Office
Additional Information	

SCHEDULE OF CHARGES FOR COPYING AND DISBURSEMENTS (if applicable)

Description	Charge
Annual Return	£2
Photocopying	10p per A4 sheet (black & white)
Postage	Royal Mail standard 2 nd Class
Statutory Fee	In accordance with relevant legislation
Special Requests/or Research	By arrangement

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