

PUBLICATION SCHEME

Introduction

This publication scheme lists the type of information held by Hamble Parish Council and outlines what information is available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, Information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures



- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

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 @20p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Hamble Parish Council under the Publication Scheme.

All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

Updating the Policy

Hamble Parish Council will review this scheme on an annual basis or as appropriate in light of significant legislative changes.

Date last updated: February 2026

Reviewed by Council 9th March 2026

Reviewed and Adopted by Full Council 11th May 2026



Categories	Information to be Published	How the information can be obtained
Class 1 - Who we are and what we do	List of Council Members and their responsibilities as well a list of Council Committees	Website/Hard Copy
	Details of any representation on local public bodies	Website
	Postal and Email Address	Website/Hard Copy
	Contact details for Parish Clerk and Council Members	Website/Hard Copy
	Where possible, provide named contacts including contact phone numbers and email addresses	Website/Hard Copy
	Location of main Council office and accessibility details	Website/Hard Copy
	Staffing Structure	Website/Hard Copy
Class 2 - What we spend and how we spend it	Statement of accounts and internal audit report in the format included in the Annual Return form	Website/Hard Copy
	Finalised Budget	Website/Hard Copy
	Precept	Website/Hard Copy
	Borrowing Approval Letter	Not Held
	All items of expenditure above £100	Website/Hard Copy
	Financial Standing Orders and Regulations	Website/Hard Copy
	Grants given and received	Website/Hard Copy
	List of current contracts awarded and value of contract	Email/Hard Copy
	Members allowances and expenses	Not Held
Class 3 - What our priorities are and how we are doing	Annual governance statement in format included in the Annual Return form	Website
	Parish Plan	No Up to date plan held
	Annual Report to Parish or Community Meeting	Website/Hard Copy
	Quality Status	Not Held

	Local charters drawn up in accordance with DLUHC'S guidelines	Not Held
	Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc),as appropriate and relevant	Not Held
Class 4 - How we make decisions	Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings)	Website/Hard Copy
	Agendas of meetings (as above)	Website/Hard Copy
	Minutes of meetings (as above) - exclude material that is properly considered to be exempt from disclosure	Website/Hard Copy
	Reports presented to Council Meetings - exclude material that is properly considered to be exempt from disclosure	Hard Copy
	Responses to consultation papers	Hard Copy
	Responses to Planning applications	Website/Hard Copy
	Bye-Laws	Website/Hard Copy
Class 5 - Our Policies and Procedures	<p>Policies and Procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> . Procedural standing orders . Committee and sub-committee terms of reference . Delegated authority in respect of officers . Code of Conduct . Policy Statements 	<p>Website/Hard Copy</p> <p>Website/Hard Copies</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p>
	<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> . Internal instructions to staff and policies relating to the delivery of services . Equality and diversity policy . Health and Safety Policy . Recruitment policies and details of current vacancies . Policies and procedures for handling requests for information . Complaints procedures (including those covering requests (for information and operating the publication scheme) 	<p>Website/Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p> <p>Website/Hard Copy</p>

	Records Management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website/Hard Copy
Class 6 - Lists and Registers	Assets register, including details of public land and building assets	Website/Hard Copy
	Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Hard Copy
	Registers of members interests	Website/Hard Copy
	Register of gifts and hospitality	Hard Copy
Class 7 - The Services We Offer	Allotments	Website/Hard Copy
	Burial Grounds and closed Churchyards	Hard Copy
	Community Centres and Village Halls	Website/Hard Copy
	Parks, Playing Fields and Recreational Facilities	Website/Hard Copy
	Seating, Litter Bins, Clocks, Memorials and Lighting	Hard Copy
	Bus Shelters	Hard Copy
	Markets	Not Applicable
	Public Conveniences	Hard Copy
	Agency Agreements	Not Held
	Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website/Hard Copy
Additional Information		

Contact Details:

Parish Clerk,
Memorial Hall,
High Street,
Hamble-Le-Rice,
SO31 4JE.

