



Information available from Liss Parish Council under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations and contacts	Website Hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy	Free Free
Location of main Council office and accessibility details	Website	Free

Staffing structure	Website Hard copy	Free 10p per A4 sheet
Class 2 – What we spend and how we spend it		
Current and previous financial year	Website Hard copy	Free 10 p per A4 sheet
Annual return form and report by auditor	Hard copy	10 p per A4 sheet
Finalised budget	Website Hard copy	Free 10 p per A4 sheet
Precept	Website Hard copy	Free 10 p per A4 sheet
Borrowing Approval letter – currently not applicable		
Financial Standing Orders and Regulations	Website Hard copy	Free 10 p per A4 sheet
Grants given and received	Website	Free

	Hard copy	10 p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10 p per A4 sheet
Members' expenses	Hard copy	10 p per A4 sheet

Class 3 – What our priorities are and how we are doing		
Parish Plan Design Statement	Website	Free
	Hard copy	£5
Landscape Character Assessment	Website	Free
	Hard Copy	£5
Annual Report to Parish Meeting - current and previous year	Website	Free
	Hard copy	10 p per A4 sheet

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10 p per A4 sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10 p per A4 sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10 p per A4 sheet</p>

Responses to planning applications (incorporated in minutes of Planning Committee meetings)	Website Hard Copy	Free 10 p per A4 sheet
Bye-laws	Hard Copy	10 p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard Copy	Free 10 p per A4 sheet
Policies and procedures: Anti Fraud Policy CCTV Policy and Code of Practice Child Protection Policy Code of Conduct Complaints Procedure Dignity at Work, Bullying and Harassment Policy Disciplinary Policy Environmental Policy Equal Opportunities Policy Filming of Council Meetings Policy Financial Regulations Financial Risk Assessment Freedom of Information Publication Scheme Grievance Procedure Health & Safety Policy	Website Hard Copy	Free 10 p per A4 sheet

Internal Control Investment Strategy Recording of Meetings Policy Remuneration Policy Social Media Policy Standing Orders Training Policy Whistle Blowing Policy		
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Records management policies (records retention, destruction and archive)	Hard Copy	10 p per A4 sheet
Data protection policies	Hard Copy	10 p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10 p per A4 sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy	10 p per A4 sheet
Assets Register	Hard Copy	10 p per A4 sheet
Register of members' interests	Hard copy	10 p per A4 sheet
Register of gifts and hospitality	Hard copy	10 p per A4 sheet
Class 7 – The services we offer Current information only	Website Newsletter	Free Free
Allotments	Website Hard Copy	Free 10 p per A4 sheet
Burial grounds and closed churchyards	Not applicable	

Village Hall	Website	Free
	Hard Copy	10 p per A4 sheet
Parks, playing fields and recreational facilities	Website	Free
	Hard Copy	10 p per A4 sheet
Bus shelters	Hard Copy	10 p per A4 sheet
Public conveniences	Website	Free
	Hard Copy	10 p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Website	Free
	Hard Copy	10 p per A4 sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Members declaration of acceptance of office	Hard Copy	10 p per A4 sheet
Information relating to the last Periodic Electoral Review of the Council Area	Hard Copy	10 p per A4 sheet
Information relating to the latest boundary review of the Council Area	Hard Copy	10 p per A4 sheet
Safety Inspection Records	Hard Copy	10 p per A4 sheet

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost of paper & photocopy charges.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)