Publication Scheme – Eastleigh Town Council

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) Eastleigh Town Council Clerk and Responsible Finance Officer: Officers - Eastleigh Chair : Councillors - Eastleigh	Council Website, email or hard copy available through an appointment with the Clerk Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet Hard copy 10p per A4 sheet
Who's who on the Council and its Committees https://eastleigh-tc.gov.uk/councillors/ https://eastleigh-tc.gov.uk/committees/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) https://eastleigh-tc.gov.uk/councillors/ https://eastleigh-tc.gov.uk/staff/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Location of main Council office and accessibility details	14 Annealing Close, Eastleigh, SO50 9PX – Contact details can be found	

	on the website. Visits are by appointment only.	
Staffing structure available on the websit https://eastleigh-tc.gov.uk/officers/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor https://eastleigh-tc.gov.uk/financial-information/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Finalised Budget https://eastleigh-tc.gov.uk/financial-information/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Precept https://eastleigh-tc.gov.uk/financial-information/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations https://eastleigh-tc.gov.uk/transparency/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Grants given and received https://eastleigh-tc.gov.uk/communitygrants/	Council Website, email or hard copy available through	Hard copy 10p per A4 sheet

	an appointment with the Clerk	
Members' allowances and expenses	The Chair has an annual allowance of £500 available. No other allowances are paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish or Community Meeting (current and previous year as a minimum) https://eastleigh-tc.gov.uk/meetings/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) https://eastleigh-tc.gov.uk/meetings/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Agendas of meetings https://eastleigh-tc.gov.uk/meetings/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting. https://eastleigh-tc.gov.uk/meetings/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Responses to consultation papers	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Responses to planning applications	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements https://eastleigh-tc.gov.uk/transparency	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) https://eastleigh-tc.gov.uk/transparency		
Information security policy	Not yet available	
Records management policies (records retention, destruction and archive)	Not yet available	
Data protection policies	Not yet available	
Schedule of charges (for the publication of information)	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Class 6 – Lists and Register Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not yet available	
Assets register https://eastleigh-tc.gov.uk/transparency	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Register of members' interests	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Register of gifts and hospitality	Available through appointment with the Clerk	
Class 7 – The services we offer		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments https://eastleigh-tc.gov.uk/allotments/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls https://eastleigh-tc.gov.uk/halls-for-hire/	Council Website, email or hard copy available through an appointment with the Clerk	Hard copy 10p per A4 sheet
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details: Clerk Ruth Davies. Email: townclerk@eastleigh-tc.gov.uk