



Document Change Record		
Date	Version/Amendments	Council Minute Number
March 2026	V2	

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website www.headleyparish.gov.uk</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website and hardcopy upon request to the clerk@headleyparish.gov.uk or 01428 713132</p> <p>Headley Parish Council, Village Hall, Arford Road, Headley, Bordon, Hampshire, GU35 8LJ</p>	

Location of main Council office and accessibility details	Headley Parish Council, Village Hall, Arford Road, Headley, Bordon, Hampshire, GU35 8LJ. Ground floor office, fully accessible.	
Staffing structure	Clerk Admin Officer Responsible Finance Officer (RFO) Two Caretakers	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Copies of all these documents may be requested from the Council Office in writing or by email clerk@headleyparish.gov.uk Electronic copies of most documents are also available. See also website: www.headleyparish.gov.uk	
Statement of accounts and internal audit report in the format included in the Annual Return form	Outcomes are detailed in Full Council Minutes which are available on the website.	
Finalised budget	Copy available on website	
Precept	Copy available in minutes and on website.	
Borrowing Approval letter	Website	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Hardcopy or website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing	(hard copy or website)	

(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Hardcopy or website	
Quality status	NA	
Local charters drawn up in accordance with DLUHC's guidelines	NA	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Copies of all these documents may be requested from the Council Office in writing or by email clerk@headleyparish.gov.uk Electronic copies of most documents are also available. See also website: www.headleyparish.gov.uk	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	

Agendas of meetings (as above)	Website and noticeboards	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website or hardcopy available upon request	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website or hard copy available upon request.	
Responses to consultation papers	Minute book	
Responses to planning applications	Website and Minute book	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by email clerk@headleyparish.gov.uk Electronic copies of most documents are also available. See also website: www.headleyparish.gov.uk)</p>	
<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 	Website or hard copy available on request	
<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 	Available upon request	

<ul style="list-style-type: none"> • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website or hard copy available upon request	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website or hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Available by inspection	
Register of members' interests	Website	
Register of gifts and hospitality	Currently not available	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by email</p> <p>clerk@headleyparish.gov.uk</p> <p>Electronic copies of most documents are also available.</p>	

newsletters produced for the public and businesses) Current information only	See also website: www.headleyparish.gov.uk Some documents may only be available by inspection	
Allotments	Email copies by request	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Information available by email and hard copy on request from the Parish Office	
Seating, litter bins, clocks, memorials and lighting	Email and hard copy on request from the Parish Office	
Bus shelters	Information relating to location and cleaning schedule available on request. Some information available on Asset Register	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Additional Information Information not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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