



Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

Itchen Valley Parish Council Freedom of Information Act Model Publication Scheme

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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	Free
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members	Website	Free
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	Website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free



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Finalised budget	Website/Hard copy	50p per A4 sheet
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy	50p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	50p per A4 sheet
Members' allowances and expenses	Not Applicable	
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	Website	Free
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Noticeboards	Free



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Agendas of meetings (as above)	Websites/Noticeboards	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	50p per A4 sheet
Responses to consultation papers	Hard copy	50p per A4 sheet
Responses to planning applications	Planning authority website/website	Free
Bye-laws	Not applicable	
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/50p per A4 sheet
Policies and procedures for the conduct of Council business: • Procedural standing orders • Code of Conduct • Policy statements	Website	Free
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 • Recruitment policies and details of current vacancies	Website/Hard copy	Free/ 50p per A4 copy



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• Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)		
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	Free/ 50p per A4 sheet
Class 6 – Lists and Registers Currently maintained lists and registers only.	Not applicable	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Held by Winchester City Council	
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not applicable	
Register of members' interests	Website/WCC website	Free
Register of gifts and hospitality	Hard copy	50p per A4 sheet



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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	Website/ some information may only be available by inspection	Free
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy	50p per A4 sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable	
Additional Information Information not itemised in the lists above	Contact the Parish Clerk clerk@itchenvalleyparishcouncil.gov.uk	



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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 @ 50p per sheet (black & white)	*Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	None applicable	

* the actual cost incurred

Adopted by Full Council: 14th May 2026

Minute Number: FCM May 2026 6.c)

Signed by Chairman: _____