

## Information available from The Common Parish Council of Sutton & Barlavington under the model publication scheme – ADOPTED ON 21<sup>st</sup> JANUARY 2009

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	The Parish Council operate under the Local Government Act 1972	
Who's who on the Council and its Committees	Hard copy – contact clerk	10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Chichester District Council website/ hard copy – contact clerk	10p/sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk only	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard copy – contact clerk	10p/sheet
Annual return form and report by auditor	Hard copy – contact clerk	10p/sheet

Finalised budget	Hard copy – contact clerk	10p/sheet
Precept	Hard copy – contact clerk	10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact clerk	10p/sheet
Grants given and received	Hard copy – contact clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy – contact clerk	10p/sheet
Parish Plan (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard copy – contact clerk	10p/sheet
Current and previous council year as a minimum (contained in Minutes)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council Notice Board / hard copy – contact clerk	10p/sheet
Agendas of meetings (as above)	Parish Council Notice Board / hard copy – contact clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly	Hard copy – contact clerk	10p/sheet

regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Hard copy – contact clerk	10p/sheet
Responses to planning applications	Chichester District Council website/ hard copy – contact clerk	10p/sheet
Bye-laws	Hard copy – contact clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy – contact clerk	10p/sheet
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	Hard copy – contact clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy	Hard copy – contact clerk	10p/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)		
Information security policy	Hard copy – contact clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	10p/sheet
Data protection policies	Hard copy – contact clerk	10p/sheet
Schedule of charges (for the publication of information)	Hard copy – contact clerk	10p/sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Hard copy – contact clerk (some information may only be available by inspection)	10p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy – contact clerk	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Hard copy – contact clerk (some information may only be available by inspection)	10p/sheet
Register of gifts and hospitality	Hard copy – contact clerk (some information may only be available by inspection)	10p/sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Litter bin	
Bus shelters	Bus Shelter	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Louise Collis (Clerk) 01798 839078**

## 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
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ 15.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority