

Information available from East Chiltington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Paper copy	Free 20p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Paper copy	Free 20p per A4 sheet
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Paper copy	20p per A4 sheet
Finalised budget	Paper copy	20p per A4 sheet
Precept	Paper copy	20p per A4 sheet
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations		
Grants given and received	Paper copy	20p per A4 sheet

List of current contracts awarded and value of contract	Not Applicable	
Members' allowances and expenses	Paper copy	20p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish Meeting (current and previous year as a minimum)	Paper copy	20p per A4 sheet
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Paper copy	Free 20p per A4 sheet
Agendas of meetings (as above)	Website Paper copy	Free 20p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Paper copy	Free 20p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Paper copy	Free 20p per A4 sheet
Responses to consultation papers	Paper copy	20p per A4 sheet
Responses to planning applications	Website Paper copy	Free 20p per A4 sheet
Bye-laws	Not Applicable	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website)) Paper copy))</p>	<p>Free)) 20p per A4 sheet))</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy 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)</p>	<p>Not Applicable</p>	
<p>Information security policy</p>	<p>Not Applicable</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Not Applicable</p>	
<p>Data protection policies</p>	<p>Not Applicable</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>Website Paper copy</p>	<p>Free 20p per A4 sheet</p>

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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 Applicable	
Assets Register	Paper copy	20p per A4 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)	Not Applicable	
Register of members' interests	Paper copy	20p per A4 sheet
Register of gifts and hospitality	Not Applicable	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Not Applicable	
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @15p per sheet (colour)	Actual cost
	Envelope @ 10p	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 by the public authority