

Information available from Storrington and Sullington 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 – contact Clerk	10p/sheet
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))	Hard copy – contact Clerk	10p/sheet
Location of main Council office and accessibility details	Hard copy – contact Clerk	10p/sheet
Staffing structure	Hard copy – contact Clerk	10p/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	Hard copy – contact Clerk	10p/sheet

Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Clerk	10p/sheet
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
Class 3 – What our priorities are and how we are doing (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	Hard copy – contact Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Clerk	10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy – contact Clerk Website – free of charge	10p/sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk	10p/sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website – free of charge	10p/sheet

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	Hard copy – contact Clerk	10p/sheet
Bye-laws	Hard copy – contact Clerk	10p/sheet
Class 5 – Our policies and procedures (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	Hard copy – contact Clerk	10p/sheet
Committee and sub-committee terms of reference	Hard copy – contact Clerk	10p/sheet
Delegated authority in respect of officers	Hard copy – contact Clerk	10p/sheet
Code of Conduct	Hard copy – contact Clerk	10p/sheet
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	Hard copy – contact Clerk	10p/sheet
Equality and diversity policy	Hard copy – contact Clerk	10p/sheet
Health and safety policy	Hard copy – contact Clerk	10p/sheet
Recruitment policies (including current vacancies)	Hard copy – contact Clerk	10p/sheet
Policies and procedures for handling requests for information	Hard copy – contact Clerk	10p/sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	10p/sheet
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
Class 6 – Lists and Registers		
Currently maintained lists and registers only	some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	10p/sheet
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)	Hard copy – contact Clerk	10p/sheet
Register of members' interests	Hard copy – contact Clerk	10p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	some information may only be available by inspection	
Current information only	Hard copy – contact Clerk	10p/sheet
Allotments	Hard copy – contact Clerk	10p/sheet
Community centres and village halls	Hard copy – contact Clerk	10p/sheet

Parks, playing fields and recreational facilities	Hard copy – contact Clerk	10p/sheet
Seating and lighting	Hard copy – contact Clerk	10p/sheet
Bus shelters	Hard copy – contact Clerk	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy – contact Clerk	10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Clerk,
Storrington & Sullington Parish Council,
The Parish Hall,
Thakeham Road, Storrington, West Sussex, RH20 3PP.
Tel: 01903 746547 e-mail: storringtonpc@btconnect.com

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 *
		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