

Information available from Earnley 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> | | |
| Who's who on the Council and its Committees | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Location of main Council office and accessibility details | Website | Free |
| Staffing structure | Website | Free |
| <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> | | |
| Annual return form and report by auditor | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Finalised budget | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Precept | Website Hard copy – Contact Clerk | Free 20p/sheet |

| | | |
|--|--------------------------------------|-------------------|
| Borrowing Approval letter | Website | Free 20p/sheet |
| Financial Standing Orders and Regulations | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Grants given and received | Website Hard copy – Contact Clerk | Free 20p/sheet |
| List of current contracts awarded and value of contract | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Members' allowances and expenses | Website Hard copy – contact Clerk | Free 20p/sheet |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | Website Hard copy – Contact Clerk | £2.00 |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Quality status | | |
| Local charters drawn up in accordance with DCLG guidelines | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Agendas of meetings (as above) | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy – Contact Clerk | 20p/sheet |

| | | |
|---|--------------------------------------|-------------------|
| Responses to consultation papers | Hard copy – contact Clerk | 20p/sheet |
| Responses to planning applications | Website Hard Copy – Contact Clerk | 20p/sheet |
| Bye-laws | | |
| | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Current information only | | |
| 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 | Website Hard copy – Contact Clerk | Free 20p/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 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) | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Information security policy | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Records management policies (records retention, destruction and archive) | Website Hard copy – contact Clerk | Free 20p/sheet |
| Data protection policies | Hard copy – contact clerk | 20p/sheet |
| Schedule of charges) for the publication of information) | Website Hard copy- contact Clerk | Free 20p/sheet |
| | | |

| | | |
|--|--|-------------------|
| 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) | | |
| Assets Register | Website Hard copy – Contact Clerk | Free 20p/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) | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Register of members' interests | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Register of gifts and hospitality | Website Hard copy – Contact Clerk | Free 20p/sheet |
| | | |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy or website; some information may only be available by inspection) | |
| Current information only | | |
| Allotments | | |
| Burial grounds and closed churchyards | | |
| Community centres and village halls | | |
| Parks, playing fields and recreational facilities | | |
| Seating, litter bins, clocks, memorials and lighting | | |
| Bus shelters | Website Hard copy – Contact Clerk | Free 20p/sheet |
| Markets | | |
| Public conveniences | | |
| Agency agreements | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | |
| | | |
| Additional Information | | |

| | | |
|--|---------|------|
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Newsletters | Website | Free |
| | | |

Contact details:

Mrs Louise Chater
Clerk to Earnley Parish Council
1 Charlmead
East Wittering
Chichester
West Sussex
PO20 8DN

telephone: 01243203040
email: clerk@earnleypc.org
www. www.earnleypc.org

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 @ 20 .p per sheet (black & white) | Actual cost * |
| | Photocopying @ 60.p 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 by the public authority