

Information available from Felpham 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>FELPHAM PARISH COUNCIL ST. MARY'S CENTRE FELPHAM WEST SUSSEX PO22 7PF</p>	<p>Parish Office – hard copy</p> <p>Council Notice Boards</p> <p>Web Site</p>	
<p>Who's who on the Council and its Committees</p>	<p>Parish Office – hard copy</p> <p>Web Site</p>	<p>10p per A4 sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Parish Office – hard copy</p> <p>Council Notice Boards</p> <p>Web Site</p>	<p>10p per A4 sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Parish Office – hard copy</p> <p>Council Notice Boards</p> <p>Disabled Accessibility</p>	<p>10p per A4 sheet</p>
<p>Staffing structure</p>	<p>Parish Office – hard copy</p>	<p>10p per A4 sheet</p>

<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>	Parish Office – hard copy	
Annual return form and report by auditor	Parish Office – hard copy Council Notice Boards Web Site	10p per A4 sheet
Finalised budget	Parish Office – hard copy	10p per A4 sheet
Precept	Parish Office – hard copy	10p per A4 sheet
Borrowing Approval letter	NOT APPLICABLE	N/A
Financial Standing Orders and Regulations	Parish Office – hard copy	10p per A4 sheet
Grants given and received	Parish Office – hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Parish Office – hard copy	10p per A4 sheet
Members' allowances and expenses	Parish Office – hard copy Web Site	10p per A4 sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	NOT APPLICABLE	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Office – hard copy Web Site	10p per A4 sheet
Quality status	Quality Status achieved – April 2009.	N/A
Local charters drawn up in accordance with DCLG guidelines	NOT APPLICABLE	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Parish Office – hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Office – hard copy Council Notice Boards Web Site	10p per A4 sheet
Agendas of meetings (as above)	Parish Office – hard copy Council Notice Boards Web Site	10p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Office – hard copy Web Site	10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Office – hard copy	10p per A4 sheet
Responses to consultation papers	Parish Office – hard copy	10p per

		A4 sheet
Responses to planning applications	Parish Office – hard copy	10p per A4 sheet
Bye-laws	NOT APPLICABLE	N/A
<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>	Parish Office – hard copy	
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	Parish Office – hard copy Web Site	10p per A4 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	Parish Office – hard copy	10p per A4 sheet

operating the publication scheme)		
Information security policy	NOT YET AVAILABLE	N/A
Records management policies (records retention, destruction and archive)	NOT YET AVAILABLE	N/A
Data protection policies	NOT YET AVAILABLE	N/A
Schedule of charges (for the publication of information)	Parish Office – hard copy	10p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; 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)	INSPECTION ONLY	N/A
Assets Register	INSPECTION ONLY	N/A
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 YET AVAILABLE	N/A
Register of members' interests	INSPECTION ONLY	N/A
Register of gifts and hospitality	INSPECTION ONLY	N/A
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	Parish Office – hard copy	10p per A4 sheet

Burial grounds and closed churchyards	NOT APPLICABLE	N/A
Community centres and village halls	NOT APPLICABLE	N/A
Parks, playing fields and recreational facilities	NOT APPLICABLE	N/A
Seating, litter bins, clocks, memorials and lighting	Seating Only	N/A
Bus shelters	Parish Office – hard copy	N/A
Fun On The Prom	Parish Office – hard copy	10p per A4 sheet
Public conveniences	NOT APPLICABLE	N/A
Agency agreements	NOT APPLICABLE	N/A
Car Parks – Grassmere Close & Links Road	Parish Office – hard copy	10p per A4 sheet

Contact details:

**Felpham Parish Council
St. Mary's Centre
Felpham
West Sussex
PO22 7PF**

Telephone: 01243 827470

e-mail: clerk@felphampc.gov.uk

REQUESTS FOR HARD COPIES CAN BE MADE TO THE CLERK AT THE ABOVE ADDRESS.

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 @ £0.10.p per sheet (black & white)	Actual cost *
	Postage – dependent on weight.	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority