

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 FELPHAM COMMUNITY HALL MEADEN WAY FELPHAM WEST SUSSEX PO22 8FA</p> | <p>Parish Office – hard copy Council Notice Boards Web Site</p> | |
| <p>Who's who on the Council and its Committees</p> | <p>Parish Office – hard copy 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 Council Notice Boards Web Site</p> | <p>10p per A4 sheet</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Parish Office – hard copy Council Notice Boards 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> |
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| <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 Web site | 10p per A4 sheet |
| Borrowing Approval letter | NOT APPLICABLE | N/A |
| Financial Standing Orders and Regulations | Parish Office – hard copy Web site | 10p per A4 sheet |
| Grants given and received | Parish Office – hard copy Web site | 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 |
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| 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 |
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| 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 |

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

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| operating the publication scheme) | | |
| Information security policy | Hard copy/Website | N/A |
| Records management policies (records retention, destruction and archive) | Parish Office – hard copy | 10p per A4 sheet |
| Data protection policies | Parish Office – hard copy | 10p per A4 sheet |
| Schedule of charges (for the publication of information) | Parish Office – hard copy | 10p per A4 sheet |
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| 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 | Hard copy/Website | 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 |
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| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Allotments</p> | <p>Parish Office – hard copy</p> | <p>10p per A4 sheet</p> |

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| 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 |
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Contact details:

**Felpham Parish Council
Felpham Community Hall
Meaden Way
Felpham
West Sussex
PO22 8FA**

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 * |
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| | Postage – dependent on weight. | Actual cost of Royal Mail standard 2 nd class |
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* the actual cost incurred by the public authority