

Information available from Fulking 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 and/or PDF computer file – see Note 3)	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	N/a	
Staffing structure	N/a	
<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	Website	

	Hardcopy – contact Clerk	£1/ page
Finalised budget	PDF – contact Clerk Hardcopy	Free 20p
Precept	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations (combined with Standing Orders)	Hardcopy – contact Clerk	£1/ page
Grants given and received (see note 1)	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
List of current contracts awarded and value of contract (see note 1)	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
Members' allowances and expenses (see note 2)	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
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)	N/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	N/a	
Future plans (included in Parish Council minutes)	Website Hardcopy – Contact Clerk	20p/page
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 Noticeboard	
Agendas of meetings (as above)	Noticeboard	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Noticeboard (draft mins)	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy – contact Clerk	£1/ page
Responses to consultation papers	Hardcopy – contact Clerk	20p/page
Responses to planning applications	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
Bye-laws	N/a	
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	Hardcopy – contact Clerk	20p/page

<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>Appointment terms for Clerk and Responsible Financial Officer</p>	<p>(Always seriously considered)</p> <p>(Advertise Pigeon Post) Contact Parish Clerk Hardcopy – contact Clerk</p> <p>Hardcopy – contact Clerk</p>	<p>20/page</p> <p>20p/page</p>
Information security policy	Hardcopy – contact Clerk	20p/page
Records management policies (records retention, destruction and archive)	Hardcopy – contact Clerk	20p/page
Data protection policies	Hardcopy – contact Clerk	20p/page
Schedule of charges (for the publication of information)	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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 – contact Clerk	
Assets Register	Hardcopy – contact Clerk	20p/page
Disclosure log (indicating the information that has been provided in response to requests;	Hardcopy – contact Clerk	20p/page

recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Inspection – contact Clerk	
Register of gifts and hospitality	Inspection – contact Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/a	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities (see note 1)	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
Seating, litter bins, clocks, memorials and lighting (see note 1)	PDF – contact Clerk Hardcopy - contact Clerk	Free 20p/page
Bus shelters (see note 1)	PDF – contact Clerk Hardcopy contact Clerk	Free 20p/page
Markets	N/a	
Public conveniences	N/a	
Agency agreements	N/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Parish Clerk
 Laurel House
 The Street
 Fulking
 Tel 01273 857957
 Email paula@hazzy.net

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 @ £1p per sheet (black & white)	Fulking Parish Council does not have a photocopier and has to use a photocopying service
	Printing at @ 20p per sheet (black and white)	If documents can be printed then FPC will do this to reduce charges. FPC does not own a PC or printer. The cost makes an allowance for this in addition to the cost of paper and ink .
	Postage	Actual cost of Royal Mail standard 2 nd class

Search Fee	Searching and Collating Information not already explicitly held.	Charged at Clerk's Hourly Rate £8.24 FPC only has one person and cannot call on extra resources.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Note 1 – As Fulking Parish Council is a very small council, this type of information is not explicitly calculated and recorded separately in a specific document. However, the information can be collated and calculated on request.

Note 2 – Members do not currently draw on their allowances. However, should they decide to do so then this information will be available on request.

Note 3 – PDF – some documents can be provided as a computer file. The Adobe PDF format will be used. Free viewing software is available from ADOBE.com.