

Information available from West Itchenor Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Electronically Hard copy – from the Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members	Electronically Hard copy – from the Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Electronically Parish notice board	Free Free
Staffing structure	Electronically Parish notice board	Free Free
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) Current and previous financial year		
Annual return form and report by auditor	Electronically Hard copy – from the Clerk	Free 10p per sheet
Finalised budget	Electronically Hard copy – from the Clerk	Free 10p per sheet
Precept	Electronically Hard copy – from the Clerk	Free 10p per sheet
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Electronically Hard copy – from the Clerk	Free 10p per sheet
Grants given and received	Electronically Hard copy – from the Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Hard copy – from the Clerk	10p per sheet
Members' allowances and expenses	Hard copy – from the Clerk	10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Electronically Hard copy – from the Clerk	Free Free
Annual Report to Parish or Community Meeting	Electronically Hard copy – from the Clerk	Free 10p per sheet
Quality status	On application to the Clerk	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
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)	Electronically Hard copy – from the Clerk	Free 10p per sheet
Agendas of meetings (as above)	Electronically Hard copy – from the Clerk	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Electronically Hard copy – from the Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Electronically Hard copy – from the Clerk	Free 10p per sheet
Responses to consultation papers	Hard copy – from the Clerk	10p per sheet
Responses to planning applications	Electronically Hard copy – from the Clerk	Free 10p per sheet
Bye-laws	Not Applicable	
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	Electronically Hard copy – from the Clerk	Free 10p per sheet

Committee and sub-committee terms of reference	Electronically	Free
Delegated authority in respect of officers	Hard copy – from the Clerk Contained within standing orders	10p per sheet
Code of Conduct	Electronically	Free
Policy statements	Hard copy – from the Clerk Electronically Hard copy – from the Clerk	10p per sheet Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not applicable	
Equality and diversity policy	Not applicable	
Health and safety policy	Under review	
Recruitment policies (including current vacancies)	Not applicable	
Policies and procedures for handling requests for information	Electronically	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – from the Clerk Electronically Hard copy – from the Clerk	10p per sheet Free 10p per sheet
Information security policy	Under review	
Records management policies (records retention, destruction and archive)	Electronically	Free
	Hard copy – from the Clerk	10p per sheet
Data protection policies	Under review	
Schedule of charges (for the publication of information)	Electronically	Free
	Hard copy – from the Clerk	10p per sheet
Class 6 – Lists and Registers		
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)	Not Applicable	
Assets Register	Available for inspection	
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 Applicable	
Register of members' interests	Available for inspection – contact the Clerk	
Register of gifts and hospitality	Available for inspection – contact the 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		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	

Contact details:

For hard copies of information you should contact the Clerk by post, email or telephone. For items that are listed as available for inspection you contact the Clerk to make a suitable appointment to inspect the documents, this will take place at the Village Hall.

Parish Clerk – Mrs Carol Smith

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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 *
	Photocopying @ 29p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* Actual cost to the Public Authority