

Information available from SOMPTING 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 10p/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 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet
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	Hard copy – contact Clerk	10p/sheet
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	No current borrowing	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Not completed	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	10p/sheet
Quality status	Currently not qualified	
Local charters drawn up in accordance with DCLG guidelines	None drawn	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy – contact Clerk</p>	<p>10p/sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy – contact Clerk</p>	<p>10p/sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy – contact Clerk</p>	<p>10p/sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy – contact Clerk</p>	<p>10p/sheet</p>
<p>Bye-laws</p>	<p>Currently none</p>	
<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>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers</p>	<p>Hard copy – contact Clerk</p>	<p>10p/sheet</p>

Code of Conduct Policy statements		
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)	Hard copy – contact Clerk	10p/sheet
Information security policy	Not completed	
Records management policies (records retention, destruction and archive)	Not completed	
Data protection policies	Not completed	
Schedule of charges (for the publication of information)	Web site Hard copy – contact Clerk	Free 10p/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)	Hard copy – contact Clerk	10p/sheet
Assets Register	Hard copy – contact Clerk	10p/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)	Not held	

Register of members' interests	Hard copy (inspection only) - contact Clerk	
Register of gifts and hospitality	Hard copy - contact Clerk	10p/sheet
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	None provided	
Burial grounds and closed churchyards	None provided	
Community centres and village halls	Currently none provided	
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	None provided	
Bus shelters	Hard copy – contact Clerk	10p/sheet
Markets	None provided	
Public conveniences	Currently none provided	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
“Sompting Signpost” quarterly newsletter	Hard copy delivered to each householder	Free

Contact details:

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Parish Clerk and Responsible Finance Officer

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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)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Registration requirement	£35 Data Protection Act
Other		

* the actual cost incurred by the public authority