

Information available from Plumpton Parish Council under the Model Publication Scheme

[Website: www.plumptonpc.co.uk](http://www.plumptonpc.co.uk)

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) <i>Current information only</i></p>		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per A4 Sheet
Contact details for Parish Manager Clerk and Council members	Website Hard Copy	Free 10p per A4 Sheet
Location of main Council office and accessibility details	Not Applicable	--
Staffing structure	Not Applicable	--
<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) <i>Current and previous financial year as a minimum</i></p>		
Annual return form and report by auditor	Hard Copy	10p per A4 Sheet
Finalised budget	Hard Copy	10p per A4 Sheet
Precept	Hard Copy	10p per A4 Sheet
Borrowing Approval letters	Not Applicable	--
Financial Standing Orders and Regulations	Hard Copy	10p per A4 Sheet
Grants given and received	Hard Copy	10p per A4 Sheet
List of current contracts awarded and value of contract	Not Applicable	--
Members' allowances and expenses	Hard Copy	10p per A4 Sheet

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<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 Applicable	--
Annual Report to Parish or Community Meeting (Current and previous year as a minimum)	Website Hard Copy	Free 10p per A4 Sheet
Quality status	Not Applicable	--
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	--
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i></p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per A4 Sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p per A4 Sheet
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per A4 Sheet
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Contained within Minutes of Meetings	--
Responses to consultation papers	Hard Copy	10p per A4 Sheet
Responses to planning applications	Hard Copy	10p per A4 Sheet
Bye-laws	Hard Copy	10p per A4 Sheet

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i></p>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard Copy	10p per A4 Sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equal Opportunities policy • Environmental 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	10p per A4 Sheet
Information security policy	Hard Copy	10p per A4 Sheet
Records management policies (records retention, destruction and archive)	Hard Copy	10p per A4 Sheet
Data protection policies	Hard Copy	10p per A4 Sheet
Schedule of charges (for the publication of information)	Hard Copy	10p per A4 Sheet

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<p>Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i></p>		
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	Hard Copy	10p per A4 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 Applicable	--
Register of members' interests	Hard Copy	10p per A4 Sheet
Register of gifts and hospitality	Not Applicable	--

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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) <i>Current information only</i></p>		
Parish Magazine Article	Parish Magazine Website Hard Copy	Free Free 10p per A4 Sheet
Allotments	Hard Copy	10p per A4 Sheet
Burial grounds and closed churchyards	Hard Copy	10p per A4 Sheet
Community centres and village halls	Hard Copy	10p per A4 Sheet
Parks, playing fields and recreational facilities	Hard Copy	10p per A4 Sheet
Seating, litter bins, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
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	--

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Additional Information

Contact details:

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 Clerk
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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 A4 sheet (black & white)	Actual cost *
	Photocopying @ 10p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£450 for 18 hours work (on one particular request which is ongoing)	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority