

Information available from Upper Beeding 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)	
Who's who on the Council and its Committees	www.westsussex.gov.uk/upperbeeding Parish Newsletter Hardcopy (available from clerk)	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	www.westsussex.gov.uk/upperbeeding Parish Newsletter Hardcopy (available from clerk)	Free Free 10p/sheet
Location of main Council office and accessibility details	www.westsussex.gov.uk/upperbeeding Parish Newsletter Hyde Square noticeboard	Free Free Free
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	Hardcopy (available from clerk)	10p/sheet
Finalised budget	Hardcopy (available from clerk)	10p/sheet
Precept	Hardcopy (available from clerk)	10p/sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	www.westsussex.gov.uk/upperbeeding Hardcopy (available from clerk)	Free 10p/sheet
Grants given and received	Hardcopy (available from clerk)	10p/sheet
List of current contracts awarded and value of contract	Hardcopy (available from clerk)	10p/sheet
Members' allowances and expenses	n/a	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
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)	www.westsussex.gov.uk/upperbeeding (from 2009) Hardcopy (available from clerk)	Free 10p/sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	www.westsussex.gov.uk/upperbeeding Parish Newsletter Hardcopy (available from clerk)	Free Free 10p/sheet
Agendas of meetings (as above)	Parish noticeboards Hardcopy (available from clerk)	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	www.westsussex.gov.uk/upperbeeding Steining library Hardcopy (available from clerk)	Free Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy (available from clerk)	10p/sheet
Responses to consultation papers	Hardcopy (available from clerk)	10p/sheet
Responses to planning applications	Hardcopy (available from clerk)	10p/sheet
Bye-laws	Hardcopy (available from clerk)	10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	www.westsussex.gov.uk/upperbeeding Hardcopy (available from clerk)	Free 10p/sheet

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>www.westsussex.gov.uk/upperbeeding</p> <p>Hardcopy (available from clerk)</p>	<p>Free</p> <p>10p/sheet</p>
<p>Information security policy</p>	<p>www.westsussex.gov.uk/upperbeeding</p> <p>Hardcopy (available from clerk)</p>	<p>Free</p> <p>10p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>www.westsussex.gov.uk/upperbeeding</p> <p>Hardcopy (available from clerk)</p>	<p>Free</p> <p>10p/sheet</p>
<p>Data protection policies</p>	<p>www.westsussex.gov.uk/upperbeeding</p> <p>Hardcopy (available from clerk)</p>	<p>Free</p> <p>10p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>www.westsussex.gov.uk/upperbeeding</p> <p>Hardcopy (available from clerk)</p>	<p>Free</p> <p>10p/sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>www.westsussex.gov.uk/upperbeeding</p>	<p>Free</p>
<p>Assets Register</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>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)</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Register of members' interests</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Register of gifts and hospitality</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Class 7 – The services we offer</p> <p>(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>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Burial grounds and closed churchyards</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Community centres and village halls</p>	<p>n/a</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Bus shelters</p>	<p>Hardcopy (available from clerk)</p>	<p>10p/sheet</p>
<p>Markets</p>	<p>n/a</p>	

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		
	n/a	

Contact details:

The Clerk, Upper Beeding Parish Council, r/o 6 Hyde Square, Upper Beeding, West Sussex, BN44 3JE.

Tel 01903 810316.

Email upperbeeding.parishcouncil@virgin.net

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		n/a