



## Information available from Ardingly Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (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 or hard copy	Free or 20p per b/w page/50p per colour page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address.)	Website or hard copy	As above
Location of main Council office and accessibility details	Website or hard copy	As above
Staffing structure	Hard copy	20p per b/w page/50p per colour page

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website or hard copy	Free or 20p per b/w page/50p per colour page
Finalised budget	Hard copy	20p per b/w page/50p per colour page
Precept	Hard copy	As above
Borrowing Approval letter	Hard copy	As above
Financial Standing Orders and Regulations	Hard copy	As above
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Hard copy	As above
Members' allowances and expenses	Hard copy	As above
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy	Free or 20p per b/w page/50p per colour page
Quality status	Hard copy	20p per b/w

		page/50p per colour page
Local charters drawn up in accordance with DCLG guidelines	Hard copy	20p per b/w page/50p per colour page
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard copy or website; some information may only be available by inspection	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy	Free or 20p per b/w page/50p per colour page
Agendas of meetings (as above)	Website or hard copy	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	20p per b/w page/50p per colour page
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Hard copy	As above
Bye-laws (if applicable)	Hard copy	As above
<b>Class 5 – Our policies and procedures</b> (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	Hard copy	20p per b/w page/50p per colour page
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	20p per b/w page/50p per colour page
Information security policy (if applicable)	Hard copy	As above
Records management policies (records retention, destruction and archive) (if applicable)	Hard copy	As above
Data protection policies	Hard copy	As above
Schedule of charges (for the publication of information)	Hard copy	As above
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	Free or 20p per b/w page/50p per colour page
Any publicly available register or list	Hard copy	20p per b/w page/50p per colour page
Assets Register	Hard copy	As above
Disclosure log (indicating the information that has been provided in response to requests;	Hard copy	20p per b/w

recommended as good practice, but may not be held by parish councils) (if applicable)		page/50p per colour page
Register of members' interests	Website or hard copy	Free or 20p per b/w page/50p per colour page
Register of gifts and hospitality (if applicable)	Hard copy	20p per b/w page/50p per colour page
<b>Class 7 – The services we offer</b> (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	Hard copy	20p per b/w page/50p per colour page
Burial grounds and closed churchyards (not applicable)		
Community centres and village halls	Hard copy	As above
Parks, playing fields and recreational facilities	Hard copy	As above
Seating, litter bins, clocks, memorials and lighting	Hard copy	As above
Bus shelters	Hard copy	As above
Markets (not applicable)		
Public conveniences	Hard copy	As above
Agency agreements	Hard copy	As above
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	As above
<b>Additional Information</b>		

Winter Management Plan	Website or hard copy	Free or 20p per b/w page/50p per colour page
Emergency Plan	Website or hard copy	As above
The Parish Council are Custodian Trustees of Hapstead Hall and has representatives on the Hapstead Hall Management Trustee Committee	Hard copy	20p per b/w page/50p per colour page
Village Voice quarterly publication	Website or hard copy	Free

**Contact details: Mrs S Mamoany, Parish Clerk, c/o The Post Office, 37 High Street, Ardingly, West Sussex, RH17 6TB. Telephone 01444 226209 or email [ardinglypc@hotmail.co.uk](mailto:ardinglypc@hotmail.co.uk)**

## 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
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority