

## Information available from Hellingly 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)            Hellingly Parish Council</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>	<p>(hard copy and/or website)</p> <p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Staffing structure</p>	<p>Website</p>	<p>Free</p>

	Hard copy	10p per sheet
<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	Website  Hard copy	Free  10p per sheet
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
<del>Borrowing Approval letter</del>	n/a	n/a
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Parish Plan (current and previous year as a minimum)	Website	Free
	Hard copy	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	10p per sheet
Quality status	Website	Free
	Hard copy	10p per sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>	none	
<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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
	Hard copy	10p per sheet
Agendas of meetings (as above)	Website	Free
	Hard copy	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly	Website	Free

regarded as private to the meeting.	Hard copy	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy	10p per sheet
<del>Bye-laws</del>	n/a	
<b>Class 5 – Our policies and procedures</b> (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	Website  Hard copy	Free  10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		

<p><del>Internal policies relating to the delivery of services</del></p> <p><del>Equality and diversity policy</del></p> <p><del>Health and safety policy</del></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>	Hard copy of available policies	10p per sheet
<del>Information security policy</del>	n/a	
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard copy	10p per sheet
Schedule of charges (for the publication of information)		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	10p per sheet
<del>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)</del>		
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website;          some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Burial grounds and closed churchyards</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Community centres and village halls</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Bus shelters</p>	<p>Website</p>	<p>Free</p>

	Hard copy	10p per sheet
<b>Markets</b>		
<b>Public conveniences</b>		
<b>Agency agreements</b>		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per sheet
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Philip Moon,  
 Clerk to the Council. The Village Hall, North Street, Hellingly East Sussex, BN26 6PH Tel 01323 484210  
 e-mail: [clerk@hellingly-pc.org.uk](mailto:clerk@hellingly-pc.org.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @10p 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>	Time spent by Council officials in preparing the response to a request	In accordance with the official's pay and NI rates charged on an hourly rate

\* the actual cost incurred by the public authority