

Information available from **East Dean & Friston**..... 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>	<p>(hard copy and/or website)</p> <p>All Class 1 items available on website and in hard copy</p>	<p>10p per sheet</p>
<p>Who's who on the Council and its Committees</p>		
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>		
<p>Location of main Council office and accessibility details</p>		
<p>Staffing structure</p>		
<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>	<p>(hard copy and/or website)</p> <p>All Class 2 items available</p>	<p>10p per sheet</p>
<p>Annual return form and report by auditor</p>	<p>Noticeboards or hard copy</p>	

Finalised budget	Website; Annual Reports	
Precept	See above	
Borrowing Approval letter	PWLB Loan – hard copy	
Financial Standing Orders and Regulations	Website or hard copy	
Grants given and received	Minutes	
List of current contracts awarded and value of contract	Mowing contract - Budget	
Members' allowances and expenses	Budget	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10p per sheet
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
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)	(hard copy or website)	10p per sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Notices and website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notices and website	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/minutes	
Responses to consultation papers	Hard copy/minutes	
Responses to planning applications	SDNPA website	
Bye-laws	N/A	
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)	10p per sheet
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	All on website	
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	The Council has an Information Scheme approved by the Information Commissioner; a Press and Media policy; and a Complaints procedure Hard copies available.	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	No policy	
Records management policies (records retention, destruction and archive)	As advised by County Records Office	
Data protection policies	No policy	
Schedule of charges (for the publication of information)	10p per sheet for hard copies	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(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)	N/A	
Assets Register	Hard copy	
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)	N/A	
Register of members' interests	Register of councillors Interests: WDC website	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Recreation ground, cricket pavilion and play area; Friston Pond	
Seating, litter bins, clocks, memorials and lighting	Inventory available	
Bus shelters	Four	
Markets	N/A	
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 Parish Clerk (Katrina Larkin) – eastdeanclerk@btinternet.com; 01323 811870
Address: - The Old Cottage, Lewes Road, Laughton, BN8 6BQ

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)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority