

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

Finalised budget		
Precept		
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website for the whole of Class 3	10p per sheet
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
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 for the whole of Class 4	10p per sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.		

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications, and Village Design Statement		
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 (if any) Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Diversity Monitoring Health and safety policy – Play Area Recruitment policies (including current vacancies – if any) Information and Data Protection policy		

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Press and media policy		
Records management policies (records retention, destruction and archive)		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	10p per sheet
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	10p per sheet
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Closed churchyard		
Recreation ground, play area and pavilion		
Seating, litter bins, memorials, signs and defibrillators		

Bus shelters		
Agency agreements – verge cutting for ESCC		
Service for which the council is entitled to recover a fee – hire of cricket pavilion, £36 plus VAT		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard copy or website	10p per sheet
Drone Code - CAA		
Noise and Nuisance - DEFRA		
Emergency Plan and Self-Help Guide		
Local Plan		
Placing advertising materials		

Contact details:

Katrina Larkin (Parish Clerk):

- Email clerk@edfparishcopuncil.org.uk
- Phone 01323 811870
- The Parish Office, The Old Cottage, Lewes Road, Laughton BN8 6BQ

Office hours 9.00 am to 12 noon, Monday to Friday

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 @10p per sheet (colour)	Discounted cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A
Other		

* the actual cost incurred by the public authority