

Information available from Felbridge Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|---|----------------------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Noticeboards and website | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with email address) | Noticeboards and website | Free |
| Location of main Council office and accessibility details | Noticeboards and website | Free |
| Staffing structure | Not applicable | |
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| 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) Current and previous financial year as a minimum | Website or digital copy Hard copy – contact Clerk | Free 10p/sheet + postage |
| Annual return form and report by auditor | Website or digital copy Hard copy – contact Clerk | Free 10p/sheet + postage |
| Finalised budget | Digital copy Hard copy - contact Clerk | Free 10p/sheet + postage |
| Precept – published on TDC website | Digital copy Hard copy – contact Clerk | Free 10p/sheet + postage |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Website or digital copy | |
| Grants given and received – published in Minutes and recorded in financial records. | Website, digital or hard copy – contact Clerk | Hard copy 10p/sheet + postage |
| List of current contracts awarded and value of contract | n/a | |
| Members' allowances and expenses (allowances n/a) | Website (Minutes) digital or hard copy – contact clerk | Hard copy 10p/sheet + postage |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | Not applicable | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website under Annual Parish Meeting Minutes. Digital or hard copy – contact Clerk | Hard copy 10p/sheet + postage |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Full Parish Council, Planning, and parish meetings) | Website and Noticeboards | Free |
| Agendas of meetings (as above) | Website and Noticeboards | Free |
| Minutes of meetings (as above) | Website and Noticeboards | Free |
| Reports presented to council meetings | Hard copy – contact Clerk | 10p/sheet + postage |
| Responses to consultation papers | Website Hard copy – contact Clerk | Free 10p/sheet + postage |
| Responses to planning applications | Website and TDC Website Hard copy – contact Clerk | Free 10p/sheet + postage |
| Bye-laws | Noticeboard on Village Green | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Website or digital copy Hard copy | Free 10p/sheet + postage |
| Policies and procedures for the conduct of council business: | | |
| Procedural standing orders | Website Hard copy – contact Clerk | Free 10p/sheet + postage |
| Committee and sub-committee terms of reference (n/a) | | |

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| Code of Conduct | Website | Free |
| Policy statements | Hard copy – contact Clerk | 10p/sheet + postage |
| | Website | Free |
| | Hard copy – contact Clerk | 10p/sheet + postage |
| Policies and procedures for handling requests for information | Requests should be directed in writing to the Clerk. Response plus details of charges, where appropriate, to be sent within 28 days. | Costs dependent on content |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website or digital copy Hard copy – contact Clerk | Free 10p/sheet + postage |
| Information security policy | Website Hard copy – contact Clerk | Free 10p/sheet + postage |
| Records management policies (records retention, destruction and archive) | Where no other retention policy exists, documents are kept for a minimum of 5 yrs. | |
| Data protection/privacy policies | Website Hard copy – contact Clerk | Free 10p/sheet + postage |
| Schedule of charges (for the publication of information) | 10p/sheet for photocopying plus postage | |
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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list | Not applicable. | |
| Assets Register | Hard copy – contact Clerk | 10p/sheet + postage |
| Disclosure log | Not applicable | |
| Register of members' interests | Hard copy – contact Clerk | 10p/sheet + postage |
| Register of gifts and hospitality | Not applicable | 10p/sheet + postage |
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| Class 7 – The services we offer | | |
| Allotments | Not applicable | |

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| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Not applicable | |
| Seating | See Assets Register | |
| Litter bins, clocks, memorials and lighting | Not applicable | |
| Bus shelters | See Assets Register | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | Not applicable | |
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