

Information available from Icklesham 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and website	15p/sheet hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	15p/sheet hard copy
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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)	
Annual return form and report by auditor	Hard copy	15p/sheet
Finalised budget	Hard copy	15p/sheet
Precept	Hard copy	15p/sheet
Borrowing Approval letter	Hard copy	15p/sheet
Financial Standing Orders and Regulations	Hard copy	15p/sheet
Grants given and received	Hard copy	15p/sheet
List of current contracts awarded and value of contract	Hard copy	15p/sheet
Members' allowances and expenses	Hard copy	15p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy and/or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy & website	15p/sheet hard copy
Quality status	Hard copy	15p/sheet

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)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy & website	15p/sheet hard copy
Agendas of meetings (as above)	Hard copy & website	15p/sheet hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & website	15p/sheet hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	15p/sheet
Responses to consultation papers	Hard copy	15p/sheet
Responses to planning applications	Hard copy & website	15p/sheet hard copy
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy and/or website)	
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy	15p/sheet
Committee and sub-committee terms of reference	Hard copy	15p/sheet
Delegated authority in respect of officers	Hard copy	15p/sheet
Code of Conduct	Hard copy	15p/sheet
Policy statements	Hard copy	15p/sheet
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	Hard copy	15p/sheet
Health and safety policy	Hard copy	15p/sheet
Recruitment policies (including current vacancies)	Hard copy	15p/sheet
Policies and procedures for handling requests for information	Hard copy	15p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	15p/sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy	15p/sheet
Data protection policies	Hard copy	15p/sheet

Schedule of charges (for the publication of information)	Hard copy	15p/sheet
Class 6 – Lists and Registers	(Hard copy and/or website)	
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)	Hard Copy	15p/sheet
Assets Register	Hard copy	15p/sheet
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	Hard copy	15p/sheet
Register of gifts and hospitality	Hard copy	15p/sheet
Class 7 – The services we offer	(Hard copy and/or website)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard copy	15p/sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	15p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	15p/sheet
Bus shelters	Hard copy	15p/sheet
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)	Hard copy	15p/sheet
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Mrs A Evett, Clerk and Responsible Financial officer,
PO Box 395,
Hastings,
East Sussex,
TN34 9JU.**

Telephone 07714169901

Email: icklehampc@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
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority