

Information available from Cuckfield 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) This will be current information only	Website or Hard copy	Free or 5p per sheet
Who's who on the Council and its Committees	Website or hard copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy	As above
Location of main Council office and accessibility details	Website or hard copy	As above
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		
Annual return form and report by auditor	Hard copy	5p per sheet
Finalised budget	Hard copy	5p per sheet
Precept	Hard copy	5p per sheet
Borrowing Approval letter	Hard Copy	5p per sheet
Financial Standing Orders and Regulations	Hard copy	5p per sheet
Grants given and received	Hard copy	5p per sheet
List of current contracts awarded and value of contract	Hard copy	5p per sheet
Members' allowances and expenses	Hard copy	5p per sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish	Website or hard copy	5p per sheet
Quality status	Hard copy	5p per sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	5p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy	Free or 5p per sheet
Agendas of meetings (as above)	Website or hard copy	Free or 5p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	Free or 5p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per sheet
Responses to consultation papers	Hard copy	5p per sheet
Responses to planning applications	Hard copy	5p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Hard copy	5p per sheet
Policies and procedures for the provision of services and about the employment	Hard copy	5p per sheet
Data protection policies	Hard copy	5p per sheet
Schedule of charges (for the publication of information)	Hard copy	5p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	5p per 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)	None to date	
Register of members' interests	On inspection	
Register of gifts and hospitality	None to date	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	5p per sheet
Burial grounds and closed churchyards	Hard copy	5p per sheet
Community centres and village halls	Hard copy	5p per sheet
Parks, playing fields and recreational facilities	Hard copy	5p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per sheet
Bus shelters	Hard copy	5p per sheet
Public conveniences	Hard copy	5p per sheet
Agency agreements	Hard copy	5p per sheet

Contact details: Mrs Frances Jones, The Queen’s Hall, High Street, Cuckfield West Sussex RH17 5EL

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 @ 5p per sheet (black & white)	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