

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 20p per b/w sheet 50p per colour 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 |
| Staffing structure | 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 | Hard copy or website | 20p per b/w sheet 50p per colour sheet |
| Annual return form and report by auditor | Hard copy | As above |
| Finalised budget | Hard copy | As above |
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| Financial Standing Orders and Regulations | Hard copy | As above |
| Grants given and received | Hard copy | As above |

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| List of current contracts awarded and value of contract | Hard copy | 20p per b/w sheet 50p per colour sheet |
| Members= allowances and expenses | Hard copy | As above |
| 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 | 20p per b/w sheet 50p per colour sheet |
| Quality status | Hard copy | As above |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy | As above |
| 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 20p per b/w sheet 50p per colour sheet |
| Agendas of meetings (as above) | Website or hard copy | Free or 20p per b/w sheet 50p per colour sheet |

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| Minutes of meetings (as above) B NB. This will exclude information that is properly regarded as private to the meeting. | Website or hard copy | Free or 20p per b/w sheet 50p per colour sheet |
| – NB. This will exclude information that is properly regarded as private to the meeting. Reports presented to council meetings | Hard copy | As above |
| Responses to consultation papers | Hard copy | As above |
| Responses to planning applications | Hard copy | As above |
| Bye-laws (if applicable) | Hard copy | As above |

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| <p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> | Hard copy | 20p per b/w sheet 50p per colour sheet |

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| 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 Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy Hard copy | 20p per b/w sheet 50p per colour sheet As above |
| Information security policy (if applicable) | | |

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| Records management policies (records retention, destruction and archive) (if applicable) | | |
| Data Protection Policies | Hard copy | 20p per b/w sheet 50p per colour sheet |
| Schedule of charges (for the publication of information) | Hard copy | As above |
| Class 6 Lists and Registers Currently maintained lists and registers only | Hard copy or website; some information may only be available by inspection) | As above |
| Assets Register | Hard copy | As above |

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| 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 | |
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| 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 | 20p per b/w sheet 50p per colour sheet |
| Burial grounds and closed churchyards | Hard copy | As above |
| Community centres and village halls | Hard copy | As above |
| Parks, playing fields and recreational facilities | Hard copy | As above |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | As above |
| Bus shelters | Hard copy | As above |
| Markets (if applicable) Public conveniences Agency agreements Services for which the council is entitled to recover a few, together with those fees (eg burial fees) | Hard copy Hard copy | 20p per b/w sheet 50p per colour sheet |

Contact details: Mrs S Heynes, 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 @ 20p per sheet (black & white) 50p per colour sheet | 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