

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
Precept	Hard copy	As above

Financial Standing Orders and Regulations	Hard copy	As above
Grants given and received	Hard copy	As above

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
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

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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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 Code of Conduct Policy statements	Hard copy	20p per b/w sheet 50p per colour 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 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)		

Records management policies (records retention, destruction and archive) (if applicable)		
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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
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 webmay some information by only be available 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)	Hard copy	20p per b/w sheet 50p per colour sheet
Public conveniences	Hard copy	
Agency agreements		
Services for which the council is entitled to recover a few, together with those fees (eg burial fees)		

Contact details: Clerk, Cuckfield Parish Council, 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