

Information available from Ashurst Parish Council under the Model Publication Scheme

Ashurst Parish Council Website address is www.ashurstparishcouncil.org
Agendas are displayed on the Website and Parish Notice Board outside of the Village Hall.
Minutes are also on the Website.

FOC = Free of Charge

Information to be published	How the information can be obtained	Cost
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council	Website Hard copies by photocopy – contact Clerk	FOC 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copies by photocopy - contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC
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	Parish Notice Board and Website Hard copies by photocopy – contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC
Finalised budget	Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	10p per sheet FOC
Precept	Website Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC

Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC
Grants given and received	Website (minutes and quarterly financial summaries) Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC
List of current contracts awarded and value of contract	Not applicable however if it were: Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	10p per sheet FOC
Members' allowances and expenses	Inspection of information by arrangement with Clerk	FOC
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Council Action Plan (current year) Aims and Objectives	Website (minutes) Inspection of information by arrangement with Clerk	FOC FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (minutes) Inspection of information by arrangement with Clerk	FOC FOC
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/subcommittee meetings and parish meetings)	Website (Parish Council Meeting Dates) Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC

Information to be published	How the information can be obtained	Cost
Agendas of meetings (Council, any committee/subcommittee meetings and parish meetings)	Website Parish Notice Board Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC FOC 10p per sheet FOC
Minutes of meetings (Council, any committee/subcommittee meetings and parish meetings) – please note this will exclude information that is properly regarded as private to the meeting.	Website Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC
Reports presented to council meetings – please note this will exclude information that is properly regarded as private to the meeting.	Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	10p per sheet FOC
Responses to consultation papers	Website (Minutes) Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC 10p per sheet FOC
Responses to planning applications	Website (minutes) Horsham District Council Website – under relevant application number Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	FOC FOC 10p per sheet FOC
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: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Hard copies by photocopy –contact Clerk Inspection of information by arrangement with Clerk	10p per sheet FOC

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Lone Worker Policy • Risk Management Scheme • Equal Opportunities Policy • Standing Orders • Financial Regulations • Publication Scheme • Any further policies as adopted by the Council <p>Policies and procedures for handling requests for information</p>	<p>Website</p> <p>Hard copies by photocopy –contact Clerk</p> <p>Inspection of information by arrangement with Clerk</p>	<p>FOC</p> <p>10p per sheet FOC</p>
Records management policies (records, retention, destruction and archive)	<p>Website</p> <p>Hard copies by photocopy –contact Clerk</p> <p>Inspection of information by arrangement with Clerk</p>	<p>FOC</p> <p>10p per sheet FOC</p>
Data protection policies	<p>Website</p> <p>Hard copies by photocopy –contact Clerk</p> <p>Inspection of information by arrangement with Clerk</p>	<p>FOC</p> <p>10p per sheet FOC</p>
<p>Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Assets Register	Inspection of information by arrangement with Clerk	FOC
Register of members' interests	<p>Website</p> <p>Inspection of information by arrangement with Clerk</p> <p>Declaration of Interests also at Horsham District Council</p>	<p>FOC</p> <p>FOC</p> <p>HDC fees may apply</p>
Register of gifts and hospitality (if received)	Inspection of information by arrangement with Clerk	FOC

Information to be published	How the information can be obtained	Cost
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Parks, playing fields and recreational facilities	Website	FOC
	Inspection of information by arrangement with Clerk	FOC
Joint Parishes Youth Service	Website	FOC
	Inspection of information by arrangement with Clerk	FOC

Contact details:

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WRITTEN REQUESTS

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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 @ 10p 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		None

* the actual cost incurred by the public authority