



Ashington Parish Council

Clerk to the Parish Council: Mrs. K. Dare, Honeysuckle House, London Road, Ashington, Pulborough, West Sussex, RH20 3JR, Telephone 07851 009655

Email: clerk@ashingtonpc.org.uk www.ashingtonpc.org.uk

Information available from Ashington 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</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
Who's who on the Council and its Committees	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
Contact details for Parish Clerk and Council members	<p>Website Hard Copy – contact Clerk</p>	<p>Free 5p/sheet</p>
Location of main Council office and accessibility details	None	n/a
Staffing structure	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
<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>	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
Annual return form and report by auditor	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
Finalised budget	<p>Website Hard copy – contact Clerk</p>	<p>Free 5p/sheet</p>
Precept	Website	Free

	Hard copy – contact Clerk	5p/sheet
Borrowing Approval letter	None	n/a
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 5p/sheet
Grants given and received	Website Hard copy – contact Clerk	Free 5p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	5p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website Hard copy – contact Clerk	Free 5p/sheet
Parish Plan (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free
Quality status	Website Hard copy – contact Clerk	Free 5p/sheet
Local charters drawn up in accordance with DCLG guidelines	None	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy – contact Clerk	Free 5p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 5p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 5p/sheet
Responses to consultation papers	Hard copy –	5p/sheet

	contact Clerk	
Responses to planning applications	Website Hard copy – contact Clerk	Free 5p/sheet
Bye-laws	Hard copy - contact Clerk	5p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy – contact Clerk	Free 5p/sheet
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	Website Hard copy – contact Clerk	Free 5p/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)	Website Hard copy – contact Clerk	Free 5p/sheet
Information security policy	Website Hard copy – contact Clerk	Free 5p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 5p/sheet
Data protection policies	Website Hard copy – contact Clerk	Free 5p/sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 5p/sheet

Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard copy – contact Clerk	Free 5p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	n/a
Assets Register	Website Hard copy – contact Clerk	Free 5p/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)	Hard copy - contact Clerk	5p/sheet
Register of members' interests	Hard copy – contact Clerk	5p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	5p/sheet
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	Website Hard copy – contact Clerk	Free 5p/sheet
Allotments	None	n/a
Burial grounds and closed churchyards	None	n/a
Community centres and village halls	None	n/a
Parks, playing fields and recreational facilities	Contact Clerk	5p/sheet
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	5p/sheet
Bus shelters	Contact Clerk	5p/sheet
Markets	None	n/a
Public conveniences	None	n/a
Agency agreements	None	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 - contact Clerk	5p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Website: www.ashingtonpc.org.uk

Parish Clerk – Karen Dare c/o Honeysuckle House, London Road,
Ashington, Pulborough, West Sussex tel. 07851 009655 email
clerk@ashingtonpc.org.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 @ 5p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other		

Complaints procedure:

The Council would normally expect a named officer to understand what information you have asked for and to be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the named officer. If the information you have asked for is not available, the named officer will tell you why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details from the Parish Clerk (details above).

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate the matter.