



Publication Scheme

Information available from Herstmonceux Parish Council

Information to be published	Obtaining the Information	Cost
Class1 - 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 and its Committees	Website Notice boards Newsletters Hard copy-contact Parish Clerk	Free Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Notice boards Newsletters Hard copy-contact Parish Clerk	Free Free Free 10p per sheet
Location of main Council office and accessibility details	Web site Notice boards Newsletters Hard copy-contact Parish Clerk	Free Free Free 10p per sheet
Staffing structure	Web site Notice boards Newsletters Hard copy-contact Parish Clerk	Free Free Free 10p per sheet
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-contact Financial Officer	10p per sheet
Finalised budget	Hard copy-contact Financial Officer	10p per sheet
Precept	Hard copy-contact Financial Officer	10p per sheet
Borrowing Approval letter	If applicable Hard copy- contact Financial Officer	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy contact Parish Clerk	Free 10p per sheet
Grants given and received	Website copy of FGP(Com) minutes Hard copy- contact office	Free 10p per sheet
List of current contracts awarded and value of contract	Hard copy-contact Financial Officer	10 per sheet
Members' allowances and expenses	Hard copy where applicable – contact Financial Officer	10 per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Herstmonceux Parish Council Neighbourhood Plan and supporting documents	Website Hard copy – contact Parish Clerk	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard copy- contact Parish Clerk	Free 10p 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 Notice boards Hard copy-contact Parish Clerk	free free 10p per sheet
Agendas of meetings (as above)	Website Notice boards Hard copy-contact Parish Clerk	free free 10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy-contact Parish Clerk	free 10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy-contact Parish Clerk	10p per sheet
Responses to consultation papers	Hard copy-contact Parish Clerk	10p per sheet
Responses to planning applications	Website - Minutes Wealden District Council portal Hard copy-contact Parish Clerk	free free 10p peer sheet
Bye-laws	Hard copy-contact Parish Clerk	10p per sheet
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities and 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	All: Website Hard copy-contact Parish Clerk	free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff Policies and procedures for handling requests for information, retention of documents, correspondence and complaints All other operational policies	All: Website Hard copy-contact Parish Clerk	free 10p per sheet
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Hard copy-contact Parish Clerk	10p per sheet
Assets Register	Hard copy-contact Parish Clerk	10p per sheet
Register of members' interests	Hard copy-contact Parish Clerk	10p per sheet
Register of gifts and hospitality	Hard copy-contact Parish Clerk	10p per sheet

Class 7 – The services we offer		
Information about the services currently offered, including leaflets, guidance and newsletters produced for the public and businesses. A-Z services information can be accessed through the website.		
Allotments	Website Hard copy contact Parish Clerk	free 10p per sheet
Parks, playing fields and recreational facilities	Website Hard copy contact Parish Clerk	free 10p per sheet
Seating, litter bins and lighting	Website Hard copy contact Parish Clerk	free 10p per sheet
Bus shelters	Website Hard copy contact Parish Clerk	free 10p per sheet
Public conveniences	Website Wealden District Council	
Additional Information		
Information that is not itemised in the lists above	None	

Contact details:

The Parish Clerk and the Financial Officer to Herstmonceux Parish Council can be contacted at The Parish Office, 4 The Old Forge, Gardner Street, Herstmonceux, East Sussex BN27 4LG, or on 01323 833312 or at clerk@herstmonceuxparish.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 @ 10p per sheet (black & white)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fees		In accordance with any relevant legislation