

## WEST DEAN PARISH COUNCIL

### Information available from West Dean Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy from the Clerk	10p per A4 sheet
Who's who on the Council and its Committees.	Parish Clerk Website	10p per A4 sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible, with telephone number and email address, if used).	Parish Clerk  Website	10p per A4 sheet  Nil
Location of main Council Office and accessibility details	No Parish Office. Parish Clerk contactable by tel/ email	Nil
Staffing structure	Not applicable. Clerk sole employee.	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum	Website or hard copy from Clerk	10p per A4 sheet.
Annual return form and report by auditor	Website/Parish Clerk	“
Finalised budget	Website/Parish Clerk	“
Precept	Website/Parish Clerk	“
Borrowing Approval letter	Website/Parish Clerk	“
Financial Standing Orders and Regulations	Website/Parish Clerk	“
Grants given and received	Parish Clerk	“
List of current contracts awarded and value of contract	Parish Clerk	“
Members’ allowances and expenses	Parish Clerk	“
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	No Parish Plan as yet	To be charged at cost
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard copy.	10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Parish Clerk	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above)	Website	Free
Reports presented to council meetings	Parish Clerk	10p per A4 sheet
Responses to consultation papers	Parish Clerk	10p per A4 sheet
Responses to planning applications	can be viewed on <a href="http://www.chichester.gov.uk">www.chichester.gov.uk</a> free of charge.	Free
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	Website	Free
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	Free
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)	Parish Clerk	10p per A4 sheet
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Parish Clerk	10p per A4 sheet
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Parish Clerk	10p per A4 sheet
<b>Class 6 – Lists and Registers</b>		

Currently maintained lists and registers only	Hard copy.	10p per A4 sheet
Any publicly available register or list	Website	Free
Assets Register	Website	Free
Disclosure log	Parish Clerk	10p per A4 sheet
Register of Members' interests	Parish Clerk	10p per A4 sheet
Register of gifts and hospitality	Parish Clerk	10p per A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	Hard copy.	10p per A4 sheet
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard copy	10p per A4 sheet
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	

Seating, litter bins, clocks, memorials and lighting	Parish Clerk	10p per A4 sheet
Bus shelters	Parish Clerk	10p per A4 sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Parish Clerk	10p per A4 sheet

**Contact details:**

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Tel/Fax: 01798 865189  
E.mail: westdeanpc@yahoo.com  
Village website: www.westdeanpc.co.uk

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		Not applicable.
<b>Other</b>		None.

\* The actual cost incurred by the public authority.

**Dated: May 2022**