

SINGLETON PARISH COUNCIL

Information available from Singleton 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>	Hard copy from the Clerk	
Who's who on the Council and its Committees.	Parish Clerk	10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible, with telephone number and email address, if used).	Parish Clerk Notice-boards	10p per A4 sheet Nil
Location of main Council Office and accessibility details	No Parish Office. Parish Clerk contactable by tel/fax/e.mail	Nil
Staffing structure	Not applicable. Clerk sole employee.	

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 from the Clerk.	10p per A4 sheet.
Annual return form and report by auditor	Parish Clerk	“
Finalised budget	Parish Clerk	“
Precept	Parish Clerk	“
Borrowing Approval letter	Parish Clerk	“
Financial Standing Orders and Regulations	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	“
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
	Hard copy	10p per A4 sheet
Parish Plan (current and previous year as a minimum)	No Parish Plan as yet	To be charged at cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk	10p per A4 sheet
	Also printed in “Valley	

	Diary”, available on village website and placed on notice-boards.	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (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)	Parish Clerk Also printed in “Valley Diary”, available on village website and placed on notice-boards.	10p per A4 sheet Free
Agendas of meetings (as above)	Parish Clerk Also printed in “Valley Diary”, available on village website and placed on notice-boards.	10p per A4 sheet Free
Minutes of meetings (as above)	Parish Clerk	10p per A4 sheet

	Also printed in “Valley Diary”, available on village website and placed on notice-boards.	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	Parish Clerk (can be viewed on www.chichester.gov.uk free of charge.	10p per A4 sheet
Bye-laws	Not applicable	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
Current information only	Hard copy	10p per A4 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	Parish Clerk	10p per A4 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)	Parish Clerk	10p per A4 sheet
Information security policy	Parish Clerk	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Parish Clerk	10p per A4 sheet
Data protection policies	Parish Clerk	10p per A4 sheet
Schedule of charges (for the publication of information)	Parish Clerk	10p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy.	10p per A4 sheet
Any publicly available register or list	Parish Clerk	10p per

		A4 sheet
Assets Register	Parish Clerk	10p per A4 sheet
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
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.	10p per A4 sheet
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Parish Clerk	10p per A4 sheet
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	
Additional Information 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:

Mrs. J. Martin DMA CILCA,
Clerk to Singleton Parish Council,
7 Boleyn Drive, Nyetimber Lane,
Pagham, West Sussex. PO21 3LG

Tel/Fax: 01243 266092

E.mail: postmaster@singleton-wsx-pc.gov.uk

Village website: www.valleydiary.org/parishnews.html

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 *
	Photocopying @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		Not applicable.
Other		None.

* The actual cost incurred by the public authority.

Dated: 31 December 2008