

Information available from **Ashurst and Colbury Parish Council** under the model publication scheme.

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(Hard copy and/or website) Hard copy and website or via Email if practicable
Who's Who on the Council and its Committees	Website. Hard copy can be provided.
Contact details for Chief Executive and Council members (named contacts where possible with telephone number and email address (if used))	Website. Hard copy can be provided.
Location of main Council office and accessibility details	Website. Hard copy can be provided.
Staffing structure	Hard copy
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
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Website. Hard copy can be provided.
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Website. Hard copy can be provided.
Annual Report to Annual Parish Meeting (current and previous year as a minimum)	Website. Hard copy can be provided.
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)	Website. Hard copy can be provided.
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website. Hard copy can be provided.
Agendas of meetings (as above)	Website. Hard copy can be provided.
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Website. Hard copy can be provided.

Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Website. Hard copy can be provided.
Responses to consultation papers	Hard copy if available
Responses to planning applications	Hard copy & website
Byelaws	Website. Hard copy can be provided.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website. Hard copy can be provided.
Policies and procedures for the conduct of council business: Procedural standing orders	Website. Hard copy can be provided.
Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website. Hard copy can be provided.
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website. Hard copy can be provided.
Information security policy	Website. Hard copy can be provided.
Records management policies (records retention, destruction and archive)	Website. Hard copy can be provided.
Data protection policies	Website. Hard copy can be provided.
Schedule of charges (for the publication of information)	Website. Hard copy can be provided.
Class 6 – Lists and Registers Currently maintained lists and registers only	Website. Hard copy can be provided.; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Hard copy
Register of members' interests	Website. Hard copy can be provided.
Register of gifts and hospitality	Hard copy
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 can be provided. some info may only be available by inspection) Website. Hard copy can be provided.
Allotments	Website. Hard copy can be provided.
Burial grounds and closed churchyards	Not applicable

Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Website. Hard copy can be provided.
Seating, litter bins, clocks, memorials and lighting	Hard copy
Magazine	Website. Hard copy can be provided.
Bus shelters	Hard copy
Markets	Hard copy
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. allotment fees)	Website. Hard copy can be provided.

Contact details:

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SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Ashurst and Colbury.
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Ashurst and Colbury on payment of the actual cost of copying and postage (copying at: 10p per page black and white, 15p per page colour) .
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Ashurst and Colbury or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Reviewed July 2024