**Chidham & Hambrook Parish Council**

**Information available from**

 **Chidham & Hambrook Parish Council**

**under the Model Publication Scheme**

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| **Information to be published Website:** <http://chidhamandhambrookpc.org.uk> | **How the information can be obtained** | **Cost** |
| **Class 1 – Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information only | WebsiteHard Copy – contact the Parish Clerk |  |
| Who’s who on the Council and its Committees | WebsiteHard Copy – contact the Parish Clerk |  |
| Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used) | Website |  |
| Location of main Council Office and accessibility details | WebsiteCorner CottageTaylors LaneBoshamWest SussexPO18 8EN |  |
| Staffing structure | Website |  |
| **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 external auditor | Website (Council minutes)Hard Copy – contact the Parish Clerk |  |
| Finalised Budget and Precept | Website (Council minutes)Hard Copy – contact the Parish Clerk |  |
| Borrowing Approval Letter | n/a |  |
| Financial Standing Orders and Regulations | WebsiteHard Copy – contact the Parish Clerk |  |
| Grants given and received(including New Homes Bonus Funding and Operation Watershed) | Website (Council minutes)Hard Copy – contact the Parish Clerk |  |
| Community Infrastructure Levy | WebsiteHard Copy – contact the Parish Clerk |  |
| List of current contracts awarded and value of contract (if any) | Hard Copy – contact Parish Clerk |  |
| Members’ allowances and expenses | Hard Copy – contact Parish Clerk |  |
| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections and reviews) | WebsiteHard Copy – contact the Parish Clerk |  |
| Neighbourhood Plan (made 2016) | WebsiteHard Copy – contact the Parish Clerk |  |
| Annual Report to Parish Meeting (current and previous year as a minimum) | WebsiteHard Copy – contact the Parish Clerk |  |
| Quality Status | n/a |  |
| Local Charters drawn up in accordance with DCLG guidelines | n/a |  |
| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous year as a minimum | WebsiteHard Copy – contact the Parish Clerk |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | WebsiteHard Copy – contact the Parish ClerkNoticeboards |  |
| Agendas of Meetings (as above) | WebsiteHard Copy – contact the Parish ClerkNoticeboards |  |
| Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting | WebsiteHard Copy – contact the Parish ClerkNoticeboards |  |
| Reports presented to Council Meetings – nb this will exclude information that is properly regarded as private to the meeting | Website (wef December 2017)Hard Copy – contact the Parish Clerk |  |
| Responses to consultation papers | WebsiteHard copy – contact the Parish Clerk |  |
| Responses to planning applications | WebsiteCDC Planning Portal |  |
| Bye-laws | n/a |  |
| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only |  |  |
| Policies and Procedures for the conduct of Parish Council businessProcedural Standing OrdersCommittee/sub-committee/advisory committee and working group Terms of ReferenceDelegated authority in respect of officersCode of ConductPolicy Statements where available | WebsiteHard Copy – contact the Parish Clerk |  |
| Policies and procedures for the provision of services and about the employment of staffPolicies and procedures for handling requests for informationComplaints procedures | WebsiteHard Copy – contact the Parish Clerk |  |
| Record Management Policies (records retention, destruction and archive) | May 2018 |  |
| Data Protection Policies | WebsiteHard Copy – contact the Parish Clerk |  |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only |  |  |
| Asset Register | Hard Copy – contact the Parish Clerk |  |
| Register of Member’s interests | WebsiteHard Copy – contact the Parish ClerkChichester District Council website |  |
| Register of gifts and hospitality | Hard copy – contact the Parish Clerk |  |
| **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 |  |  |
| Allotments, recreational facilities, seating, clocks, memorials, lighting, bus shelters | Hard copy – contact Parish Clerk |  |
| Burial grounds and closed churchyards | n/a |  |
| Community Centres and Village Halls | n/a |  |
| Markets | n/a |  |
| Public conveniences | n/a |  |
| Agency Agreements | n/a |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (eg. burial fees)  | n/a |  |
| **Additional Information**This will provide the Parish Council with the opportunity to publish information that is not itemised in the lists above |  |  |
| Regular updates on Parish Council activities and initiatives are included on the Community website, in The Village Magazine (covering Emsworth to Chichester) and in the Parish Council Newsletter. Information is also displayed on the Community Noticeboard. | WebsiteParish Council Newsletter |  |

**Contact details:**

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Approved

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