

Chidham & Hambrook Parish Council

Information available from Chidham & Hambrook Parish Council under the Model Publication Scheme

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) Current information only		
Who's who on the Council and its Committees	Website Hard 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	Website	
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	Website Hard 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	Website Hard 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)		
Neighbourhood Plan (made 2016)	Website Hard Copy – contact the Parish Clerk	

Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard 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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact the Parish Clerk Noticeboards	
Agendas of Meetings (as above)	Website Hard Copy – contact the Parish Clerk Noticeboards	
Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website Hard Copy – contact the Parish Clerk Noticeboards	
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	Website Hard copy – contact the Parish Clerk	
Responses to planning applications	Website CDC 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 business <ul style="list-style-type: none"> • Procedural Standing Orders • Committee/sub-committee/advisory committee and working group Terms of Reference • Delegated authority in respect of officers • Code of Conduct • Policy Statements where available 	Website Hard Copy – contact the Parish Clerk	
<ul style="list-style-type: none"> • Policies and procedures for the provision of services and about the employment of staff • Policies and procedures for handling requests for information • Complaints procedures 	Website Hard Copy – contact the Parish Clerk	
Record Management Policies (records retention, destruction and archive)	May 2018	
Data Protection Policies	Website Hard 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	Website Hard Copy – contact the Parish Clerk Chichester 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.	Website Parish Council Newsletter	

Contact details:

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