

Information available from Fulking Parish Council under the model publication scheme
Website:fulking.net

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council	Website Hard copy – contact Parish Clerk	Free
Contact details for Parish Clerk	Website Hard copy – contact Parish Clerk	Free
Council members	Hard Copy –Contact Parish Clerk	
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	All documents available for inspection by appointment with Parish Clerk .	Free
Annual return form and report by auditor	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Finalised budget	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Precept	Hard copy – contact Parish Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Class 3 – What our priorities are and how we	All documents available for inspection by appointment with the Parish Clerk	

are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Village Action Plan	Hard copy – contact Parish Clerk	Free
Chairman’s report in APM	Website Hard copy – contact Parish Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	All documents available for inspection by appointment - contact Parish Clerk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Parish Clerk Noticeboard	Free 10p/sheet
Agendas of meetings	Website Hard copy – contact Parish Clerk Noticeboard	Free 10p/sheet
Minutes of meetings (as above)	Website Available for inspection – contact Parish Clerk Hard copy – contact Parish Clerk Noticeboard	Free Free 10p/sheet
Responses to consultation papers	Responses available for inspection by appointment – contact Parish Clerk Hard copy – contact Parish Clerk Noticeboard	Free 10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	All documents available for inspection by appointment – contact Parish Clerk	

Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copies of all documents available for inspection by appointment – contact Parish Clerk Website Hard copies of documents – contact Parish Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Sickness procedure Grievance procedure Disciplinary procedure Environmental procedure Complaints procedure	Website Documents available for inspection by appointment – contact Parish Clerk Hard copies of documents - contact Parish Clerk	Free Free 10p/sheet
Data protection policies	Document available for inspection by appointment – contact Parish Clerk Hard copy - contact Parish Clerk	Free 10p/sheet
Assets Register	Document available for inspection by appointment – contact Parish Clerk Hard copy - contact Parish Clerk	Free 10p/sheet
Register of members' interests	Available for inspection by appointment – contact Parish Clerk Website Hard copy - contact Parish Clerk	Free Free 10p/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	All documents available for inspection by appointment – contact Parish Clerk	
Parks and playing field.	Website	Free
Lighting	Hard copy – contact Parish Clerk	Free

Contact details:

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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)	Copying 0.6p, Paper and Administration charge 9.4p per copy
	Photocopying @ 26p per sheet (colour)	Copying 16.6p, Paper and Administration charge 9.4p per copy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority