



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Information available from West Hoathly Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who are the Parish Councillors	Website Village Hall Noticeboard Hardcopy	Free Free 10p per sheet
Membership of Committees	Website Village Hall Noticeboard Hardcopy	Free Free 10p per sheet
Contact Details for Parish Clerk & Council members	Website Village Hall notice board Hardcopy	Free Free 10p per sheet
Location of main council offices and accessibility details	Website	Free
Staffing structure	Hardcopy	10p per sheet
Class 2 – What we spend and how we spend it		
Annual Return & Report from Auditor	Website Village Hall Noticeboard Hardcopy	Free Free 10p per sheet
Finalised Budget	Website Hardcopy	Free 10p per sheet
Precept	Website Hardcopy	Free 10p per sheet
Borrowing Approval Letter	Not applicable	
Financial Standing Orders and Regulations	Website Hardcopy	Free 10p per sheet
Grants given and received	Hardcopy	10p per sheet

Information to be published	How the information can be obtained	Cost
List of current contracts awarded and value of contract	Hardcopy	10p per sheet
Members' allowances & expenses	Not applicable	
Class 3 – What are our priorities and how are we doing		
Neighbourhood Plan	Website	
Annual report to Parish Meeting	Website Hardcopy	Free 10p per sheet
Quality Status	Not applicable	
Local charters	Not applicable	
Class 4 – How we make decisions		
Timetable of meetings	Website Hardcopy	Free 10p per sheet
Agendas of meetings	Website Hardcopy	Free 10p per sheet
Minutes of meetings	Website Hardcopy	Free 10p per sheet
Reports presented to council meetings	Website Hardcopy	Free 10p per sheet
Responses to Consultation papers	Hardcopy	10p per sheet
Responses to Planning applications	MSDC Planning Portal /MSDC website Hardcopy	Free 10p per sheet
Bye-laws	Hardcopy	
Class 5 - Policies & procedures		
For the conduct of council business:		
Procedural standing orders	Website Hardcopy	Free 10p per sheet
Committee & sub-committee terms of reference	Website Hardcopy	Free 10p per sheet
Delegated authority in respect of officers	Website Hardcopy	Free 10p per sheet
Code of conduct	Website Hardcopy	Free 10p per sheet
Policy statements	Website Hardcopy	Free

Information to be published	How the information can be obtained	Cost
		10p per sheet
For the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not applicable	
Equality & diversity policy	Website Hardcopy	Free 10p per sheet
Health & safety policy	Website Hardcopy	Free 10p per sheet
Recruitment policies		
Policies & procedures for handling requests for information	Website Hardcopy	Free 10p per sheet
Complaints procedures	Website Hardcopy	Free 10p per sheet
Information security policy	Hardcopy	10p per sheet
Records management policy (retention, destruction & archive)	Website Hardcopy	Free 10p per sheet
Data protection policy	Website Hardcopy	Free 10p per sheet
Schedule of charges (for the publication of information)	Website Hardcopy	Free 10p per sheet
Class 6 – Lists & Registers		
Any publicly available register or list	Hardcopy	10p per sheet
Assets Register	Website Hardcopy	Free 10p per sheet
Disclosure log	Hardcopy	10p per sheet
Register of members interests	Website Hardcopy	Free 10p per sheet
Register of gifts & hospitality	Hardcopy	10p per sheet
Class 7 – Services we offer		
Allotments	Hardcopy	10p per sheet
Burial grounds & closed churchyards	Not applicable	
Community centres & Village Halls	Hardcopy	10p per sheet

Information to be published	How the information can be obtained	Cost
Parks, playing fields & recreational facilities	Hardcopy	10p per sheet
Seating, litter bins, clocks, memorials & lighting	Hardcopy	10p per sheet
Bus shelters	Hardcopy	10p per sheet
Markets		
Public conveniences	Hardcopy	10p per sheet
Agency Agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee	Hardcopy	10p per sheet
Additional Information	None	

Contact Details

Mrs Helen Schofield Parish Office
North Lane
West Hoathly
RH19 4QG
Telephone: 01342 811301
Website: www.westhoathly.gov.uk

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10 per sheet (black & white)	Cost for photocopying
	Postage	Actual cost of Royal Mail standard 2 nd Class
Costs for time (if exceeds 18 hours)	If a long or complex request is made	£450