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|  | Ewhurst and Ellens Green Parish Council  **Information available from Ewhurst Parish Council under the Model Publication Scheme** |

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class 1 – Who we are and what we do**  (Organisational information, structures, locations and contacts) | | |
| Who’s who on the council and its committees | Hard copy  Website | Disbursement cost |
| Contact details for the Clerk and Council Members | Hard copy  Website | Disbursement cost |
| Location of council office and accessibility details | Hard copy  Website | Disbursement cost |
| Staffing structure | Hard copy  Website | Disbursement cost |
| **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) | | |
| Full accounts and audit report | Hard copy  Website | Disbursement cost |
| Finalised budget | Hard copy  Website | Disbursement cost |
| Precept | Hard copy  Website | Disbursement cost |
| Financial Standing Orders and Regulations | Hard copy  Website | Disbursement cost |
| Grants given and received | Hard copy  Website | Disbursement cost |
| List of current contracts awarded and value of contract | Hard copy  Website | Disbursement cost |
| Members’ allowances and expenses | Hard copy  Website | Disbursement cost |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Minutes of Full Council meetings | Hard copy  Website | Disbursement cost |
| Annual report to Parish Assembly | Hard copy  Website | Disbursement cost |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions | | |
| Timetable of meetings (Council, any Committee/Sub-committee meetings and parish meetings) | Hard copy  Website | Disbursement cost |
| Agendas of meetings (as above) | Hard copy  Website | Disbursement cost |
| Minutes and meetings (as above) - *NB this will exclude information that is properly regarded as private to the meeting* | Hard copy  Website | Disbursement cost |
| Reports presented to Council meetings - *NB this will exclude information that is properly regarded as private to the meeting* | Hard copy  Website | Disbursement cost |
| Reponses to consultation papers | Hard copy  Website | Disbursement cost |
| Responses to planning applications | Hard copy  Website | Disbursement cost |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Policies and procedures for the conduct of council business:  Procedural Standing Orders  Committee and Sub-committee terms of reference  Delegated authority in respect of Officers  Code of Conduct  Policy statements | Hard copy  Website | Disbursement cost |
| Policies and procedures about the employment of staff:  Equal Opportunities Statement  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 | Disbursement cost |
| Record management policies (records retention, destruction and archive) | Hard copy  Website | Disbursement cost |
| **Class 6 – Lists and Registers**  (Currently maintained lists and registers) | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy – some information may be available for inspection only | Disbursement cost |
| Fixed Asset Register | Hard copy  Website | Disbursement cost |
| Register of Members’ Interests | Hard copy  Website | Disbursement cost |
| Register of gifts and hospitality | Hard copy  Website | Disbursement cost |
| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Seating, litter bins, war memorial, noticeboards, village signs | Available for inspection | Free of charge |
| Cemetery | Available for inspection | Free of charge |
| Allotments | Available for inspection | Free of charge |
| Bus shelters | Available for inspection | Free of charge |
| Newsletters | Delivered to all properties in the parish | Free of charge |

Review Date: March 2026