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# **ANGMERING PARISH COUNCIL**

## **PUBLICATION SCHEME 2024**

**ANGMERING PARISH COUNCIL**

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**Version: 2**

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## Information available from Angmering Parish Council under the model publication scheme.

This document is to be used in conjunction with the Freedom of Information Policy.

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website or Hard Copy via the Council Office (See contact details below)
Who's who on the Council and its Committees	Website or Hard Copy via the Council Office
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address.	Website or Hard Copy via the Council Office
Location of main Council office and accessibility details	Corner House Office, The Square, Angmering, West Sussex, BN16 4EA Tel: 01903 772124 Opening Hours: Monday to Friday – 9am until 5pm
Staffing structure	Website or Hard Copy via the Council Office

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website or Hard Copy via the Council Office
Annual return form and report by auditor	Website or Hard Copy via the Council Office
Finalised budget	Website or Hard Copy via the Council Office
Precept	Website or Hard Copy via the Council Office
Borrowing Approval letter	Hard Copy via the Council Office
Financial Standing Orders and Regulations	Website or Hard Copy via the Council Office
Grants given and received	Hard Copy via the Council Office
List of current contracts awarded and value of contract	Hard Copy via the Council Office
Members' allowances and expenses	Hard Copy via the Council Office
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy via the Council Office
Parish Plan (current and previous year as a minimum)	Website or Hard Copy via the Council Office
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy via the Council Office
Local Council Awards Scheme	Via the office
Local charters drawn up in accordance with DCLG guidelines	Not Applicable

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Agenda & Minutes of all meetings from are available on the Website or as a hard copy via the Council Office
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or Hard Copy via the Council Office
Agendas of meetings (as above)	Website, Noticeboards or Hard Copy via the Council Office
Minutes of meetings (as above)	Website or Hard Copy via the Council Office
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy via the Council Office
Responses to consultation papers	Hard Copy via the Council Office
Responses to planning applications	Minutes of meetings available on the website or hard copy via the Council Office. Comments also available via the ADC planning portal online.
Bye-laws	Website or Hard Copy via the Council Office
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Website or Hard Copy via the Council Office

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	Website or Hard Copy via the Council Office
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy	Not Applicable Website or Hard Copy via the Council Office
Health and safety policy Recruitment (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy via the Council Office
Information security policy (Privacy Notices)	Hard Copy via the Council Office
Records management policies (records retention, destruction and archive)	Hard Copy via the Council Office
Data protection policies	Hard Copy via the Council Office
<b>Class 6 – Lists and Registers</b> - Currently maintained lists and registers only	
Any publicly available register or list – Electoral Register	Arun District Council
Assets Register	Website or Hard Copy via the Council Office
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not Applicable

Register of members' interests	Links on the Parish Council website to Arun District Council
Register of gifts and hospitality	Hard Copy via the Council Office
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only	Website or Hard Copy via the Council Office
Allotments	Via Honey Lane Allotment Association
Burial grounds and closed churchyards	Not Applicable
Community centres and village halls	Website or Hard Copy via the Council Office. Also via Angmering Community Centre Association and Angmering Village Hall.
Parks, playing fields and recreational facilities	Website or Hard Copy via the Council Office
Seating, litter bins, clocks, memorials and lighting	Website or Hard Copy via the Council Office where applicable
Bus shelters	Website or Hard Copy via the Council Office
Markets	Not Applicable
Public conveniences	Not Applicable
Agency agreements	Not Applicable

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable
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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None
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**Contact details:**

Clerk to the Council, Katie Herr, Angmering Parish Council, Corner House Office, The Square, Angmering, BN16 4EA  
[admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet -black & white	Actual cost incurred
Photocopying @ 12p per A3 sheet -black & white	Actual cost incurred
Postage	Cost of Royal Mail standard 2nd class postage

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Low
Are there any legal/regulatory issues this policy covers	Yes



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Based on the above assessment the overall risk is classed as **low priority** and should be assigned a review period of **3 years**

Meeting policy was approved at: Full Council

Date: 09/12/2024

Date of next review: December 2027