

INFORMATION AVAILABLE FROM THE PARISH COUNCIL, CRIDLING STUBBS

(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's who on the Parish Council	Website www.thepec-cs.uk	
Contact details for the Parish Clerk and Council members	website	
Class 2- What we spend and how we spend it		
Annual return form and report by auditor	Hard copy	£1
Finalised budget	Minutes on website	
Precept	Minutes on website	
Class 3 – What our priorities are and how we are doing		
Annual report to Parish Meeting	website	
Class 4 – How we make decisions		
Timetable of meetings	Website and Parish notice board	
Agendas of meeting	Website and Parish notice board	
Minutes of meetings	Website and Parish notice board	
Reports presented to Council meetings	See minutes of meetings	
Responses to consultation papers	See minutes of meetings	
Responses to Planning applications	See minutes of meetings	

Class 5 – Our policies and procedures		
The Parish Council and Councillors conduct themselves in accordance with the Code of Conduct		
Records of management policies (records retention, destruction and archive)	website	
Schedule of charges	As indicated in this document	
Class 6- Lists and Registers		
Assets Register	website	
Register of members interest	Held by Parish Clerk	
Class 7 – The services we offer		
Grass cutting		
Playground		

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 15p per single-sided sheet (black and white only)	Actual cost
	Postage and Packing	Actual cost of the Post Office standard 2 nd class plus cost of envelope etc.