

Information available from under the Model Publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	(hard copy, email and/or website)	
<p>Who's who on the Council and its Committees:</p> <p>DAVE STEWART - CHAIRMAN: 1 Chatfield Road, Niton, PO38 2DR PETE GOSLING Cedar Rise, Emmett Hill, CHALE GREEN, Isle of Wight, PO38 2JT CHRIS PARKER: Thornbury House, Blythe Shute, Chale. PO38 2HJ DR JEREMY LOCKWOOD: Walnut Tree Cottage, Chale Green. PO38 2JR MRS LYNDA BURROUGHS: 2 Pyle Dairy, Atherfield Road, Chale. PO38 2LP MR ANDREW BURROUGHS: 2 Pyle Dairy, Atherfield Road, Chale. PO38 2LP</p> <p><u>CLERK TO CHALE PARISH COUNCIL:</u> Michala Bailey 12 Manor Crescent, Rookley, Ventnor, Isle of Wight, PO38 3NS Email: chaleparishcouncil@gmail.com Tel No 07854 232216</p>	<p><i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i> <i>Website</i></p>	<p><i>10p/sheet</i> <i>Free</i> <i>Free</i></p>
<p>Staffing structure</p>	<p><i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i></p>	<p><i>10p/sheet</i> <i>Free</i></p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy, email and/or website)	
<p>Annual return form and report by auditor</p>	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>

Finalised budget	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Precept	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Financial Standing Orders and Regulations	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Grants given and received	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>
List of current contracts awarded and value of contract	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>
Members' allowances and expenses	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy, email or website)	
Parish Plan (current and previous year as a minimum)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Hard copy – Contact Clerk Email Website</i>	<i>10p/sheet Free Free</i>
Quality status	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
Village design Statement	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy, email or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>

	<i>Website</i>	<i>Free</i>
Agendas of meetings (as above)	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i> <i>Website</i> <i>Noticeboard</i>	<i>10p/sheet</i> <i>Free</i> <i>Free</i> <i>Free</i>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i> <i>Website</i>	<i>10p/sheet</i> <i>Free</i> <i>Free</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Responses to consultation papers	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Responses to planning applications	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Bye-laws	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy, email or website)	
Policies and procedures for the conduct of council business:		
Standing orders and Financial regulations	<i>Website</i> <i>Hard copy – Contact Clerk</i> <i>Email</i>	<i>Free</i> <i>10p/sheet</i> <i>Free</i>
Committee and sub-committee terms of reference	<i>Website</i> <i>Hard copy – Contact Clerk</i> <i>Email</i>	<i>Free</i> <i>10p/sheet</i> <i>Free</i>
Delegated authority in respect of officers	<i>Website</i> <i>Hard copy – Contact Clerk</i> <i>Email</i>	<i>Free</i> <i>10p/sheet</i> <i>Free</i>
Code of Conduct	<i>Website</i> <i>Hard copy – Contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>

	<i>Email</i>	<i>Free</i>
Other Policy statements	<i>Website Hard copy – Contact Clerk Email</i>	<i>Free 10p/sheet Free</i>
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	<i>Hard copy – Contact Clerk Email Website</i>	<i>10p/sheet Free Free</i>
Health and Safety policy	<i>Hard copy – Contact Clerk Email, Website</i>	<i>10p/sheet Free</i>
Recruitment policies (including current vacancies)	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
Policies and procedures for handling requests for information:		
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>Hard copy – Contact Clerk Email, Website</i>	<i>10p/sheet Free</i>
Information security policy	<i>Hard copy – Contact Clerk Email Website</i>	<i>10p/sheet Free Free</i>
Records management policies (records retention, destruction and archive)	<i>Hard copy – Contact Clerk Email, Website</i>	<i>10p/sheet Free</i>
Data Protection policies	<i>Hard copy – Contact Clerk Email Website</i>	<i>10p/sheet Free Free</i>
Schedule of charges for the publication of information	<i>Hard copy – Contact Clerk Email Website</i>	<i>10p/sheet Free Free</i>
Class 6 – Lists and Registers	(hard copy, email or website; some information may only be available by	
Currently maintained lists and registers only		

	inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>Inspection – Contact Clerk</i>	
Assets Register	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
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)	<i>Inspection – Contact Clerk</i>	
Register of members' interests	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
Register of gifts and hospitality	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard cop, email or website; some information may only be available by inspection)	
Current information only		
Gateway Signage	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
Grass Cutting for the green	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
Provision and maintenance of 2 defibrillators	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p sheet
	Photocopying @ 35 p per sheet (colour)	Actual cost 35 sheet
	Postage and packing	Actual cost of Royal Mail standard 2 nd class and cost of

		envelope
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
The Parish Council is aware that if a substantial request for information arrives then this may require many hours of additional work for the clerk. The Council is able to request a fee if the work will take over 15 hours.		

Contact details:

Mrs Michala Bailey

Clerk to Chale Parish Council

12 Manor Crescent

Rookley, Ventnor

Isle of Wight, PO38 3NS

Tel: 07854 232216 email: chaleparishcouncil@gmail.com

Reviewed and agreed 9th December 2024

DAVE STEWART

Chairman