

## Information available from under the Model Publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (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><b>DAVE STEWART - CHAIRMAN:</b> 1 Chatfield Road, Niton, PO38 2DR  <b>PETE GOSLING</b>            Cedar Rise, Emmett Hill, CHALE GREEN, Isle of Wight, PO38 2JT  <b>CHRIS PARKER:</b> Thornbury House, Blythe Shute, Chale. PO38 2HJ  <b>DR JEREMY LOCKWOOD:</b> Walnut Tree Cottage, Chale Green. PO38 2JR  <b>MRS LYNDA BURROUGHS:</b> 2 Pyle Dairy, Atherfield Road, Chale. PO38 2LP  <b>MR RODNEY ARCHER:</b> Little Acre, East View Lane, Chale Green. PO38 2JW</p> <p><u>CLERK TO CHALE PARISH COUNCIL:</u>  <b>Michala Bailey</b>            12 Manor Crescent, Rookley, Ventnor, Isle of Wight, PO38 3NS            Email: <a href="mailto:chaleparishcouncil@gmail.com">chaleparishcouncil@gmail.com</a> 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><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)</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>
<b>Class 3 – What our priorities are and how we are doing</b> (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>
<b>Class 4 – How we make decisions</b> (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>
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy, email or website)	
<b>Policies and procedures for the conduct of council business:</b>		
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>
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
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>
<b>Policies and procedures for handling requests for information:</b>		
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>
<b>Class 6 – Lists and Registers</b>	(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>
<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)	(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
<b>Disbursement cost</b>	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 <sup>nd</sup> class and cost of

		envelope
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		
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**

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Reviewed and agreed 11<sup>th</sup> December 2023

*DAVE STEWART*

Chairman