

**Information available from
Southbourne Parish Council
under the Model Publication Scheme**

Information to be published Website: southbourneparishcouncil.com	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council Office and accessibility details	Website The Village Hall First Avenue Southbourne PO10 8HN	
Staffing structure	Website	Free
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). Current and previous financial year as a minimum		
Annual return form and report by external auditor	Website Noticeboards	Free Free
Finalised Budget and Precept	Website	Free
Borrowing Approval Letter	n/a	
Financial Regulations	Website	Free
Grants given and received	Website (Council minutes)	Free
Community Infrastructure Levy (Annual Report)	Website	Free
List of current contracts awarded and value of contract (if any).	Website	Free

Members' allowances and expenses	Hard Copy – contact the Parish Clerk	10p per sheet*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan (made 2015)	Website	Free
Report to Annual Parish Meeting (current and previous year as a minimum)	Website	Free
Quality Status	n/a	
Class 4 – How we make decisions Current and previous year as a minimum		
Timetable of meetings (Council and committee meetings and parish meetings)	Website	Free
Agendas of Meetings (as above)	Website	Free
	Noticeboards	Free
	Hard copy – contact the Parish Clerk	10p per sheet*
Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website	Free
	Hard Copy – contact the Parish Clerk	10p per sheet*
	Council Minutes also available to view only at Southbourne Library (hard copy)	Free
Reports presented to Council Meetings – nb this will exclude information that is properly regarded as private to the meeting	Website	Free
	Hard Copy – contact the Parish Clerk	10p per sheet*
Responses to consultation papers	Website	Free
Responses to planning applications	Website (see Planning Committee Minutes)	Free
	Chichester DC Planning Portal	Free
Bye-laws	Hard copy - contact the Parish Clerk	10p per sheet*

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 Parish Council business Standing Orders Committee/sub-committee/advisory committee and working group Terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statements where available	} Website } Hard Copy – contact the Parish Clerk	Free 10p per sheet*
Policies and procedures for the provision of services Policies and procedures for handling requests for information Complaints procedure	} Website	Free
Policies about the employment of staff	Hard copy – contact the Parish Clerk	10p per sheet*
Record Management Policies (records retention, destruction and archive)	May 2018	
Data Protection Policy	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Register	Website	Free
Register of Member's interests	Website Hard Copy – contact the Parish Clerk Chichester District Council website	Free 10p per sheet*
Register of gifts and hospitality	Hard copy – contact the Parish Clerk	10p per sheet*

Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Recreational facilities, seating, memorials, street lighting, bus shelters	Hard copy – contact Parish Clerk	10p per sheet*
Burial ground	Westbourne & Southbourne Joint Burial Committee Email: joan4wpc@googlemail.com	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy – contact Parish Clerk	10p per sheet*
Additional Information This will provide the Parish Council with the opportunity to publish information that is not itemised in the lists above		
Updates on Parish Council activities and initiatives.	Council Website Parish Noticeboards Facebook The Village Magazine (covering Emsworth to Chichester)	Free

* plus cost of second class postage at the current rate if posted.

Contact details:

The Clerk to the Council
 Southbourne Parish Council
 The Village Hall
 First Avenue
 Southbourne PO10 8HN
 Email: clerk@southbourneparishcouncil.com

Approved: 13 March 2018
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