

FREEDOM OF INFORMATION ACT 2000

Information available from Tangmere Parish Council 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</p> <p>Parish Council for the local government administrative parish of Tangmere.</p> <p>The Parish Council deals with matters within its remit and liaises with Chichester District Council and West Sussex County Council as appropriate.</p> <p>The Parish Council publishes a leaflet 'Helpful information about the Council and how it works'.</p> <p>The Parish Council plans to produce a welcome pack for new residents.</p> <p>The Parish Council also publishes a monthly newsletter including a report from the Parish Council Chairman which is distributed to each household in the parish.</p> <p>There are two parish Council notice boards, one located at the Village Centre and the other by the telephone on the village green.</p>	<p>Website: www.tangmere-online.co.uk</p> <p>Postal address: 9 Wyvern Close Tangmere West Sussex PO20 2GQ</p> <p>Telephone: 01243 532426</p> <p>Email: clerk@tangmere-online.co.uk</p>	

Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk Annual Report	Free
Location of main Council office and accessibility details	There is no public Parish Council Office. The Clerk maintains an office at home. Normal contact is by telephone, email or post.	
Staffing structure	Part time Clerk of the Council/Responsible Financial Officer	
Class 2 – What we spend and how we spend it 2007/2008 – Income £ Expenditure £ 2008/2009 – Income £ Expenditure £	Hard copy of Annual Accounts – contact Clerk	5p/sheet
Annual return form and report by auditor	Hard copy – contact Clerk	5p/sheet
Finalised budget	Hard copy – contact Clerk	5p/sheet

Precept	2009/2010 - £49,000	
Borrowing Approval letter	Hard copy – contact Clerk	5p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	5p/sheet
Grants given and received	See minutes of Finance Committee and Parish Council	5p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p/sheet
Members' allowances and expenses	Chairman has waived his allowance. No other expenses or allowances paid.	
Class 3 – What our priorities are and how we are doing	(hard copy or website)	
Parish Plan 2005 & 2008	Hard copy – contact Clerk	5p/sheet
Annual Chairman's Report to Parish Meeting	Website	
Annual Report 2008/2009	Hard copy – contact Clerk	5p/sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	The dates of all council and committee meeting for the calendar year are available are posted on notice boards and website Hard copy – contact Clerk	Free
Agendas of meetings (as above)	Notice board, website and at meetings.	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Council and committee minutes are on the website. Hard copies – contact Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	5p/sheet
Responses to consultation papers	Hard copy – contact Clerk	5p/sheet
Responses to planning applications	Hard copy – contact Clerk	5p/sheet

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy – contact Clerk	5p/sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy – contact Clerk	5p/sheet
Information security policy	Contact Clerk	
Records management policies (records retention, destruction and archive)	Contact Clerk	
Data protection policies	Contact Clerk	
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	5p/sheet

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Register of Electors – Chichester District Council</p>	
<p>Assets Register</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet</p>
<p>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)</p>	<p>Not applicable</p>	
<p>Register of members' interests</p>	<p>Chichester District Council and Clerk</p>	<p>5p/sheet</p>
<p>Register of gifts and hospitality</p>	<p>Chichester District Council and Clerk</p>	<p>5p/sheet</p>
<p>Class 7 – The services we offer</p> <p>The Parish Council also publishes a monthly newsletter including a report from the Parish Council Chairman which is distributed to each household in the parish.</p>	<p>Hard Copy – Contact Clerk</p>	<p>Free</p>
<p>Allotments</p>	<p>Tangmere Airfield, Tangmere (maintained by Parish Council)</p>	

Community centres and village halls	Tangmere Village Centre, Malcolm Road, Tangmere West Sussex PO20 2HS	
Parks, playing fields and recreational facilities	Tangmere Recreation Field Malcolm Road Tangmere West Sussex PO20 2HS	
Seating, and litter bins Street Lighting (two lamps)	Tangmere Recreation Field Malcolm Road Tangmere West Sussex PO20 2HS Church Lane Tangmere West Sussex PO20 2BW	
Bus shelters	6 Bus Shelters (Nettleton Avenue, Jerrard Road, Tangmere Road, 2 x Meadow Way, Gamecock Terrace) Owned by the Parish Council	

**Contact details: Mrs M Monachan
Parish Clerk & Responsible Financial Officer
9 Wyvern Close
Tangmere
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PO20 2GQ**

Tel: 01243 532426

clerk@tangmere-online.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Effective as of 1 January 2009 – adopted by the Parish Council on 8 January 2009