

## Information available from Newtimber Parish Meeting (without a Parish Council) 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)</p> <p>This will be current information only</p>	(hard copy, website or arrangements to view)	
Chairman of the Meeting	Lewis Robinson	
The Parish Trustees		
Who's who on any committees	No committees	
Contact details (named contacts where possible with telephone number and email address (if used))	Andrew Clay, Clerk Phone 01273-833104	
Staff arrangements	No paid staff	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Available on website Hard copy - contact clerk	free
Precept	Website	

Annual Return Form	Website Hard Copy - contact clerk	Free
Auditor's annual report	Website Hard copy - contact clerk	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy, website or arrangements to view)	
Parish Plan	None.	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Agendas of meetings (Parish Meeting and Committee Meetings)	Next meeting - on noticeboard and this website Copies available from clerk.	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Minutes - can be viewed by arrangement with clerk.	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy, website or arrangements to view)	
Policies and procedures for the conduct of business by the Parish Meeting:  Procedural standing orders Financial regulations		
Schedule of Charges (for publication of information)	None.	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy, website or arrangements to view)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets list held by the Parish Trustees	None	
<p><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)</p> <p>Current information only</p>	(hard copy, website or arrangements to view)	

Details of services provided by the Parish Meeting	None	
Newsletters	Delivered free by hand to most households - contact clerk if none received.	
Services for which the parish is entitled to recover a fee, together with those fees		
<b>Additional Information</b>		
This will provide Parish Meetings with the opportunity to publish information that is not itemised in the lists above		

**Contact:**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

<b>Other</b>		

\* the actual cost incurred by the public authority