



Bersted Parish Council

Information available from Bersted Parish Council under the model publication scheme from the ICO (Information Commissioners Office)

The Parish Council Offices are open from Monday to Friday between 10.00 am and 14.00 pm.

Bersted Parish Council Website address is www.bersted-pc.gov.uk

Agendas are displayed on the Parish Notice Board at the front of the Village Hall and on various notice boards within the Parish. Along with the Monthly newsletter “The Buzz”.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	
Who’s who on the Council and its Committees	Website Newsletters –contact Office Hard copies by photocopy – contact office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and	Website Newsletters –contact Office	FOC FOC



Bersted Parish Council

email address (if used)	Hard copies by photocopy – contact office Inspection of information at PC Offices	10p per sheet FOC
Location of main Council office and accessibility details	Website Newsletters – contact Office	FOC FOC
Staffing structure	Inspection of information at PC Offices	FOC
Annual return form and report by auditor	Parish Notice Board Hard copies by photocopy – contact Office Inspection of information at PC Offices	FOC 10p per sheet FOC
Finalised budget	Hard copies by photocopy–contact Office Inspection of information at PC offices	10p per sheet FOC
Precept	Website (minutes) Newsletters–contact Office Hard copies by photocopy –contact Office Inspection of information at PC offices	FOC FOC 10p per sheet FOC
Borrowing Approval letter	Not applicable however if it were:- Hard copies by photocopy–contact Office Inspection of information at PC offices	10p per sheet FOC
Financial Standing Orders and Regulations	Hard copies by photocopy–contact Office Inspection of information at PC offices	10p per sheet FOC
Grants given and received	Website (minutes) Newsletters–contact Office Hard copies by photocopy–contact Office Inspection of information at PC offices	FOC FOC 10p per sheet FOC
List of current contracts awarded and value of contract	Inspection of information at PC Offices	FOC



Bersted Parish Council

Members' allowances and expenses	Inspection of information at PC Offices	FOC
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Bersted Neighbourhood Development Plan	Website Hard copies by photocopy – contact office Inspection of information at PC Offices	FOC 10p a sheet FOC
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (minutes) Newsletter –contact Office Inspection of information at PC offices	FOC FOC FOC
Quality status	Not applicable however if it were:- Hard copies by photocopy–contact Office Inspection of information at PC Offices	FOC 10p a sheet FOC
Local charters drawn up in accordance with DCLG guidelines	Not applicable however if it were:- Hard copies by photocopy–contact Office Inspection of information at PC Offices	10p a sheet FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website (Calendar of meetings) Newsletters–contact Office Hard copies by photocopy–contact Office Inspection of information at PC offices	FOC FOC 10p per sheet FOC



Bersted Parish Council

Agendas of meetings (as above)	Website Parish Notice Board/ Office Door Hard copies by photocopy–contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish Notice Board/ Office Door Hard copies by photocopy–contact Office Inspection of information at PC offices	FOC FOC 10p per sheet FOC
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish Notice Board/ Office Door Hard copies by photocopy–contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Responses to consultation papers	Website Parish Notice Board/ Office Door Hard copies by photocopy–contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Responses to planning applications	Website Parish Notice Board/ Office Door Hard copies by photocopy–contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC
Bye-laws	Website Parish Notice Board/ Office Door Hard copies by photocopy–contact Office Inspection of information at PC Offices	FOC FOC 10p per sheet FOC



Bersted Parish Council

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copies by photocopy–contact Office Inspection of information at PC Offices</p>	<p>10p per sheet FOC</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	<p>Hard copies by photocopy–contact Office Inspection of information at PC Offices</p>	<p>10p per sheet FOC</p>
<p>Information security policy</p>	<p>Hard copies by photocopy–contact Office</p>	<p>10p per sheet</p>



Bersted Parish Council

	Inspection of information at PC Offices	FOC
Records management policies (records retention, destruction and archive)	Website Hard copies by photocopy–contact Office Inspection of information at PC Offices	10p per sheet FOC
Data protection policies	Website Hard copies by photocopy–contact Office Inspection of information at PC Offices	10p per sheet Contact office
Schedule of charges (for the publication of information)	Hard copies by photocopy–contact Office Inspection of information at PC Offices	10p per sheet FOC
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Inspection of information at PC Offices	FOC
Assets register	Inspection of information at PC Offices	FOC
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)	Inspection of information at PC Offices	FOC
Register of members' interests	Inspection of information at PC Offices Declarations of interests are also available from Arun District Council	FOC Fees may apply



Bersted Parish Council

Register of gifts and hospitality	Inspection of information at PC Offices Also at Arun District Council	FOC Fees may apply
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	(hard copy or website; some information may only be available by inspection)	
Allotments	None in this parish	-
Burial grounds and closed churchyards	None in this parish	-
Bersted Jubilee Hall	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Parks, playing fields and recreational facilities	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Seating, litter bins, clocks, memorials and lighting	Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Bus shelters	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Markets	Not applicable, but if it were:- Website	FOC



Bersted Parish Council

	Newsletters–contact Office Inspection of information at PC Offices	FOC FOC
Public conveniences	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Agency agreements	Not applicable, but if it were:- Website Newsletters–contact Office Inspection of information at PC Offices	FOC FOC FOC
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Inspection of information at PC Offices	FOC FOC
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to the Council

Bersted Jubilee Hall, Jubilee Fields,

Chalcraft Lane, North Bersted, Bognor Regis

West Sussex PO21 5TU

Tel: 01243 842221

clerk@bersted-pc.gov.uk www.bersted-pc.gov.uk

SCHEDULE OF CHARGES



Bersted Parish Council

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		None

* the actual cost incurred by the public authority