

Freedom of Information Act 2000

Information available from Graffham Parish Council under the model publication scheme

Adopted 4 November 2013

| Information to be published | How the information can be obtained | Cost |
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| <p>Class1 - Who we are and what we do</p> <p>The Parish Council is responsible for the Parish of Graffham, Selham and South Ambersham.</p> <p>The Parish Council deals with matters within its remit and liaises with Chichester District Council, South Downs National Park Authority (SDNPA) and West Sussex County Council as appropriate.</p> <p>The parish council places notices, agendas and minutes on the website and agendas on the notice board outside the Village Hall and on the board leading to the Recreation Ground and by Brookdene House.</p> | <p>Email graffhampc@live.co.uk</p> <p>Clerk: Tracy Rowe Graffham Hill Cottage Graffham Near Petworth West Sussex GU28 0QA</p> <p>Tel: 01798 867020</p> <p>Website: www.graffham.info</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 | 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 phone, email or post as above. | N/A |
| Staffing Structure | Part-time Clerk of the Council/Responsible Financial Officer | |

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| 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) | | |
| Annual return form and report by auditor | Hard Copy of Annual Accounts and audit report - contact Clerk | 10p sheet |
| Finalised budget | Hard copy – contact Clerk | 10p sheet |
| Precept | 2013-2014 - £7,945 | |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Hard Copy – contact Clerk | 10p sheet |
| Grants given and received | See Minutes | |
| List of current contracts awarded and value of contract | Not applicable | |
| Members' allowances and expenses | The Chairman has no allowance in 2013-14. There is no Councillor's Expenses Policy in 2013-14. | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | Not Applicable | |
| Annual Chairman's report to Meeting of Parish of Graffham 2013 Annual Chairman's report to Meeting of Parish of Graffham 2012 | Both available: Website Hard copy from Clerk | 10p sheet |
| Quality status | Not Applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
| Class 4 – How we make decisions | | |
| (Decision making processes and records of decisions Current and previous year as a minimum) | See minutes – website Hard copy from Clerk | 10p a sheet |
| Standing Orders | Hard Copy from Clerk | 10p a sheet |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy from Clerk Website Village notice boards | 10p sheet |

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| Agendas of meetings (as above) | Notice board, website Hard Copy from Clerk | 10p sheet |
| 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 and notice board. Hard copies from Clerk | Free 10p sheet |
| Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting. | Refer to Minutes as above Hard copy from Clerk | 10 p sheet |
| Responses to consultation papers | Refer to Chichester District Council website (www.chichester.gov.uk) or South Downs National Park Authority (www.southdowns.gov.uk) Hard copies from Clerk | 10p sheet |
| Responses to planning applications | Refer to Chichester District Council website (www.chichester.gov.uk) or South Downs National Park Authority (www.southdowns.gov.uk) Hard copies from Clerk | 10p sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| Policies and procedures for the conduct of council business: | | |
| Procedural standing orders | Website or Hard copy – Clerk | 10p sheet |
| Procedural financial regulations | Website or Hard Copy - Clerk | 10p sheet |
| Code of Conduct | Website or Hard copy – Clerk | 10p sheet |

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| The Right to Information | Website or Hard Copy - Clerk | 10p sheet |
| Retention of Documents and Records Management Policy | Website or Hard Copy - Clerk | 10p sheet |
| Data Protection Policy | Website or Hard Copy - Clerk | 10p sheet |
| Complaints Policy and Procedures | Website or Hard Copy - Clerk | 10p sheet |
| Class 6 – Lists and Registers | | |
| Register of Electors | Chichester District Council - only | |
| Assets Register | Hard Copy – contact Clerk | 10p sheet |
| Disclosure log | Not applicable | |
| Register of members' interests | Chichester District Council. Graffham Parish Council Website. Hard copy - Clerk | 10p sheet |
| Register of gifts and hospitality | Chichester District Council. Website. Hard copy - Clerk | 10p sheet |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses if available) | | |
| Current information only | | |
| Allotments | Not applicable | |
| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Graffham Recreation Ground and Playground. Graffham. | No publications |
| War Memorial | The Street, Graffham. | No publications |
| Bus shelters | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together | Not applicable | |

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| with those fees (e.g. burial fees) | | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| None applicable | | |

Contact details:

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Graffham Hill Cottage
Graffham Near Petworth
West Sussex GU28 0QA
Tel: 01798 867020
Email: graffhampc@live.co.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying @ .10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 12p 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 | | |

* the actual cost incurred by the public authority

Effective as of 4th November 2013 – Adopted by the Graffham Parish Council on 4 November 2013
Minute Number: 70