



Information to be published	How the information can be obtained
<b><i>Class 1 – Who we are and what we do</i></b> <i>(Organisational information, structures, locations and contacts)</i>	
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Clerk/RFO and Council members	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy and Website
<b><i>Class 2 – What we spend and how we spend it</i></b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy and Website
List of current contracts awarded and value of contract	Hard copy and Website
Members' expenses	Hard copy
Members' allowances	Hard copy



<b><i>Class 3 – What our priorities are and how we are doing</i></b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Council Plan	Hard copy and Website
Annual Report to Town Meeting	Hard copy and Website
Quality status	Hard copy
<b><i>Class 4 – How we make decisions</i></b> <i>(Decision making processes and records of decisions)</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and District Planning Website
Bye-laws	Hard copy
<b><i>Class 5 – Our policies and procedures</i></b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy and Website



Committee and sub-committee terms of reference	Hard copy and Website
Delegated authority in respect of officers	Hard copy and Website
Code of Conduct	Hard copy and Website
Policy statements	Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	Hard copy
Equality and Diversity policy	Hard copy and Website
Health and Safety policy	Hard copy and Website
Recruitment policies (including current vacancies)	Hard copy and Website
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Hard copy and Website
<b><i>Class 6 – Lists and Registers</i></b>	
<i>Currently maintained lists and registers only</i>	
Any publicly available register or list	Hard copy
Asset Register	Hard copy and Website
Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy



<b>Class 7 – The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
Community centres and village halls	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

**Contact details:**

Town Clerk: Sam Tate

Chichester City Council, The Council House, North Street, Chichester, PO19 1LQ.

Email: [Clerk@chichestercity.gov.uk](mailto:Clerk@chichestercity.gov.uk)

Tel: 01243 788502

**SCHEDULE OF CHARGES**

One copy of any available document will be supplied free of charge to any resident within the Parish

- (i) Multiple copies of any available document will be supplied to any resident within the Civic Parish on payment of the actual cost of copying and postage.
- (ii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

**Adopted:** 20 December 2023

**Minute ref:** 73