

Last updated – Parish Council Meeting 8th April 2024

INFORMATION AVAILABLE FROM BROADBRIDGE HEATH PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's Who on the Council and Committee Membership	Hard copy Website Noticeboard Parish Office	10p per sheet Free Free Free
Contact details for Parish Clerk/RFO, and Council members	Hard copy Website Parish Office Noticeboard	10p per sheet Free Free Free
Location of the Parish Office	Website	Free
Staffing structure	Hard copy	10p per sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy Website	10p per sheet Free
Finalised budget	Hard copy Website	10p per sheet Free
Precept	Hard copy Website	10p per sheet Free
Borrowing Approval letter	Hard copy (where applicable)	10p per sheet
Financial Standing Orders and Regulations	Hard copy Website	10p per sheet Free
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' expenses	Hard copy	10p per sheet

Members' allowances	Not applicable	
Class 3 – What our priorities are and how we are doing		
BBHPC Action Plan	Hard copy Website	10p per sheet Free
Annual Report to Parish Meeting	Hard copy Website	10p per sheet Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website Noticeboards	10p per sheet Free Free
Agendas of meetings	Hard copy Website Noticeboard	10p per sheet Free Free
Minutes of meetings	Hard copy Website	10p per sheet Free
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p per sheet Free
Responses to consultation papers	Hard copy where available	10p per sheet
Responses to planning applications	Website Hard copy Horsham District Council Planning Portal	Free 10p per sheet Free
Bye-laws	Hard copy	10p per sheet
Class 5 – Our policies and procedures		
Procedural Standing Orders	Hard Copy Website	10p per sheet Free
Committee and sub-committee terms of reference	Hard copy Website	10p per sheet Free
Delegated authority in respect of officers (Scheme of Delegation)	Hard copy Website	10p per sheet Free

Code of Conduct	Hard copy Website	10p per sheet Free
Policy statements	Hard Copy Website	10p per sheet Free
Policies and procedures for the provision of services and about the employment of staff:		
Equality and Diversity policy	Hard copy Website	10p per sheet Free
Publication Scheme	Hard copy	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	10p per sheet Free
Vexatious Complaints Policy	Hard copy Website	10p per sheet Free
GDPR Privacy Notice	Hard copy Website	10p per sheet Free
Schedule of charges (for the publication of information)	Hard copy Website	10p per sheet Free
Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy	10p per sheet
Asset Register	Hard copy Website	10p per sheet Free
Disclosure log	Hard copy	10p per sheet
Register of members' interests	Hard copy Website	10p per sheet Free
Register of gifts and hospitality	Hard copy	10p per sheet
Class 7 – The services we offer		
Allotments	Hard copy Website	10p per sheet Free
Burial grounds and closed churchyards	Not applicable	

Parish Office and Community Space	Hard copy	10p per sheet
Parks, playing fields and recreation facilities	Hard copy	10p per sheet
Seating, litter bins, memorials	Hard copy	10p per sheet
Bus Shelters	Hard copy	10p per sheet
Markets	Not applicable	
Public Conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee	Hard copy	10p per sheet

Contact details:

Parish Clerk: Lucinda Edwards

The Parish Office,

Sargent Way, Broadbridge Heath,

West Sussex,

RH12 3TH

Tel: 01403 900665

Email: admin@broadbridge-heath-pc.gov.uk

Website: www.broadbridgeheath-pc.gov.uk

The Parish Office is open for resident drop-in queries every Tuesday from 10am -12pm, or by appointment.

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Broadbridge Heath.
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Broadbridge Heath on payment of the actual cost of copying and postage as per the above guide.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Broadbridge Heath 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.

COMPLAINTS PROCEDURE

If a request for information has not been resolved satisfactorily, or if the information received is not what has been asked for, first contact the Clerk or Deputy Clerk.

To register a complaint, please follow the complaints procedure which can be found on the Parish Council website or which can be requested in hard copy.

If an issue has not been resolved by following the methods listed above the matter can be raised with the Information Commissioner's Office:

Website: www.ico.gov.uk

Telephone: 0303 123 1113

Postal Address: The Information Commissioner's Office,
Wycliffe House,
Water Lane Wilmslow,
Cheshire
SK9 5AF

Please note: the Parish Council does not have to provide the information requested, if the request is vexatious, nor provide repeated information where the information has previously been provided. Please see the Council's Vexatious Policy for further detail on our website.