

TANGMERE PARISH COUNCIL



Information available from Tangmere Parish Council under the Model Publication Scheme

Information to be published Website: www: tangmere-pc.gov.uk	How the information can be obtained	Cost
Class I – Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and it's Committees	Website	Free
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Main Office: 02039 040980 Parish Clerk email: clerk@tangmere-pc.gov.uk	Free
Location of main Council Office and accessibility details	Website Office address: The Village Centre Malcolm Road Tangmere West Sussex PO20 2HS	Free
Staffing structure	Website	Free
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), Current and previous financial year as a minimum		
Annual return form and report by external auditor	Website	Free

	Noticeboards	
Finalised Budget and Precept	Website	Free
Borrowing Approval Letter	Hard copy – contact the Parish Clerk	25p/sheet*
Financial Regulations	Website Hard copy – contact the Parish Clerk	Free 25p/sheet*
Grants given and received	Website (Finance Committee and Full Council Minutes)	Free
Community Infrastructure Levy (Annual Report)	Website	Free
List of contracts awarded and value of contract (if any)	Website	Free
Member's allowances and expenses	Website Hard copy – contact the Parish Clerk	Free 25p/sheet*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Tangmere Neighbourhood Plan 2014 – 2029 (made 19 July 2016)	Website	Free
Chairman's Report to Annual Parish Meeting (current and previous year as minimum)	Website Hard copy – contact the Parish Clerk	Free 25p/sheet*
Quality status	n/a	
Class 4 – How we make decisions (Current and previous year as a minimum)		
Timetable of Meetings (Council and Committee Meetings and Parish Meetings)	Website Noticeboards Hard copy – contact the Parish Office	Free Free 25p/sheet*
Agendas of Meetings (as above)	Website	Free

	Noticeboards Hard copy – contact the Parish Office	Free 25p/sheet*
Minutes of Meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact the Parish Office	Free 25p/sheet*
Reports presented to Council Meetings – NB this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact the Parish Office	Free 25p/sheet*
Responses to consultation papers	Website	Free
Responses to planning applications	Website (Environment Committee or Full Council Minutes) Chichester District Council Planning Portal	Free Free
Bye-laws	Hard copy – contact the Parish Office	25p/sheet*
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Parish Council business Procedural Standing Orders Committee/Sub-Committee/Advisory Committee and Working Group Terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statements where available	Website Hard copy – contact the Parish Office	Free 25p/sheet*
Policies and Procedures for the provision of services Internal Policies relating to the delivery of services Equality and Diversity Policy	Website Hard copy – contact the Parish Office	Free 25p/sheet*

Health and Safety Policy Policies and Procedures for handling requests for information Complaints Procedures (including those covering requests for information and operating the Publication Scheme) Information Security Policy		
Policies about the employment of staff	Hard copy – contact the Parish Office	25p/sheet*
Record Management Policies (record retention, destruction and archive)	Contact Parish Clerk	
Data Protection Policies	Website	Free
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Website Hard copy – contact the Parish Office	Free 25p/sheet*
Register of Member's Interests	Website Hard copy – contact the Parish Office Chichester District Council website	Free 25p/sheet Free
Register of Gifts and Hospitality	Hard copy – contact the Parish Office	25p/sheet*
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.		
Parks, playing fields and recreational facilities	Hard copy – contact the Parish Office	25p/sheet*
Sports facilities	Hard copy – contact the Parish Office	25p/sheet*
Seating, memorials, litter bins, street lighting	Hard copy – contact the Parish Office	25p/sheet*
Bus shelters	Hard copy – contact the Parish Office	25p/sheet*

Allotments	Hard copy – contact the Parish Office Allotments located at Tangmere Airfield, Tangmere (Managed and maintained by the Parish Council)	25p/sheet*
Village Centre	Hard copy – contact the Parish Office Tangmere Village Centre Malcolm Road Tangmere West Sussex PO20 2HS	25p/sheet*
Summary of those services for which the Council is entitled to recover a fee, together with those fees	Hard copy – contact the Parish Office	25p/sheet*
Additional Information This will provide the Parish Council with the opportunity to publish information that is not itemised in the lists above		
Updates on Parish Council activities and initiatives	Website Parish Noticeboards Facebook	Free Free Free

*plus cost of second-class postage at current rate if posted.

Contact Details:

The Clerk to the Council
Tangmere Parish Council
Tangmere Village Centre
Malcolm Road
Tangmere
PO20 2HS

Email: clerk@tangmere-pc.gov.uk

Approved: 16 May 2023

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