

**Information available from Chelwood Parish Council  
under the Model Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class1-Who we are and what we do</b> Who's who on the Council and its Committees Contact details for Parish Clerk and Council members	Displayed on Noticeboard . Visit <a href="http://chelwood-village.co.uk/parish_council/index.php">http://chelwood-village.co.uk/parish_council/index.php</a> or Contact Clerk
<b>Class2-What we spend and how we spend it</b> Annual return form and report by auditor Finalised budget Precept Grants given and received Members' allowances and expenses	Visit <a href="http://chelwood-village.co.uk/parish_council/index.php">http://chelwood-village.co.uk/parish_council/index.php</a> or Contact Clerk
<b>Class 3 – What our priorities are and how we are doing</b> Parish Plan Annual Report to Parish	Visit <a href="http://chelwood-village.co.uk/parish_council/index.php">http://chelwood-village.co.uk/parish_council/index.php</a> or Contact Clerk  Visit <a href="http://chelwood-village.co.uk/parish_council/index.php">http://chelwood-village.co.uk/parish_council/index.php</a> or Contact Clerk
<b>Class 4 – How we make decisions</b> Timetable of meetings Agendas of meetings (as above) Minutes of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications	Displayed on Noticeboard if current. Visit <a href="http://chelwood-village.co.uk/parish_council/index.php">http://chelwood-village.co.uk/parish_council/index.php</a> or Contact Clerk
<b>Class 5 – Our policies and procedures</b> Delegated authority in respect of officers Code of Conduct Policies and procedures for handling requests for information Complaints procedures Information security policy Records management policies Data protection policies Schedule of charges for the publication of information	Visit <a href="http://chelwood-village.co.uk/parish_council/index.php">http://chelwood-village.co.uk/parish_council/index.php</a> or Contact Clerk
<b>Class 6 – Lists and Registers</b> Disclosure log Register of members' interests Register of gifts and hospitality	View at Council Meetings. Otherwise contact Clerk

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ .p per sheet (b&w)	Actual cost
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation