

## FREEDOM OF INFORMATION ACT 2000

### Information available from Yapton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            Parish Council for the local government administrative parish of Yapton            The Parish Council deals with matters within its remit and liaises with Arun District Council (<a href="http://www.arun.gov.uk">www.arun.gov.uk</a>) and West Sussex County Council (<a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>) as appropriate.</p> <p>The Parish Council publishes a leaflet “<b>Who we are and what we do – A short guide for residents on Parish Council Services</b>” which is made available to new residents/enquiries. This is available in hard copy obtainable from the Clerk and on the Parish Council’s website.</p> <p>The Parish Council also publishes bi-monthly after each Parish Council meeting a regular <b>newsletter</b> (Yapton News &amp; Views) which is distributed to each household within the parish.</p> <p>There is a <b>Parish Council Notice Board</b> located in Main Road, Yapton, at the entrance to the village hall car park and opposite the shops.</p>	<p>Website:  <a href="http://www.yaptonpc.gov.uk">www.yaptonpc.gov.uk</a></p> <p>Postal address:            Clerk of the Council            38 Ruskin Avenue            North Bersted            Bognor Regis            West Sussex            PO21 5BW</p> <p>Telephone:            01243 859141            With message taking service</p> <p>Email:  <a href="mailto:clerk@yaptonpc.gov.uk">clerk@yaptonpc.gov.uk</a></p>	Free
Who’s who on the Council and its Committees	Website Newsletter Hard Copy – contact Clerk	Free
Contact details for Parish Clerk and Council members	Website Newsletter	Free

	Hard Copy – contact Clerk	
Location of main Council office and accessibility details	There is a public Parish Council Office located in the Village Hall in Yapton. The office is open to the public on most Mondays, Wednesdays and Thursdays from 9.30am to 12.30pm. Contact can be made in person, by telephone, email or post. Personal appointments can also be arranged.	
Staffing structure	Part time Clerk of the Council/Responsible Financial Officer	

<b>Class 2 – What we spend and how we spend it</b>	Hard Copy of Annual Accounts – contact Clerk The accounts are also available on the Council’s website.	10p/sheet
2013/2014 – Income £70,160 Expenditure £45,460 2014/2015 – Income £62,714 Expenditure £10,667 2015/2016 – Income £50,803 Expenditure £56,139 2016/2017 - Income £51,426 Expenditure £50,453 2017/2018 - Income £60,925 Expenditure £65,426 2018/2019 - Income £68,917 Expenditure £55,012 2019/2020 - Income £67,410 Expenditure £60,924		
Annual return form and report by auditor	Hard Copy – contact Clerk The accounts are also	10p/sheet

	available on the Council's website.	
Finalised budget	Hard Copy – contact Clerk The budget is also available on the Council's website.	10p/sheet
Precept	2020/2021 £67,870	
Borrowing Approval letter	Hard Copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard Copy – contact Clerk These documents are also available on the Council's website.	10p/sheet
Grants given and received	See minutes of Parish Council meetings. Normally July meeting for grants given. Hard Copy – contact Clerk	Free
Members' allowances and expenses	Chairman's annual allowance payable Members' travel expenses reimbursed No other expenses or allowances paid	

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Action Plan	Not undertaken	
Annual Chairman's Report to Parish Meeting	Website Newsletter (May issue) Hard Copy – contact Clerk	Free

Quality status	First awarded – June 2004 Re-accreditation – November 2008 for 4 years.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings	The dates of all council and committee meetings for the calendar year are available on the Notice Board and the Website	Free
Agendas of meetings (as above)	Council and Committee agendas are on the website. Hard copies – contact Clerk	Free
Minutes of meetings (as above) – <i>nb: this will exclude information that is properly regarded as private to the meeting.</i>	Council and Committee minutes are on the website. Hard copies – contact Clerk	Free
Reports presented to council meetings <i>nb: this will exclude information that is properly regarded as private to the meeting.</i>	Hard Copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p/sheet
Responses to planning applications	Website Minutes Hard Copy – contact Clerk	Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:	Council and Committee documents are on the website.	10p/sheet
Procedural standing orders		

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Information Technology	Hard Copy – contact Clerk	
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy 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)	Hard Copy – contact Clerk	10p/sheet
Information security policy	Contact Clerk	
Records management policies (records retention, destruction and archive)	Contact Clerk	
Data protection policies	Contact Clerk	
Schedule of charges (for the publication of information)	Hard Copy – contact Clerk	10p/sheet

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	Register of Electors – Arun District Council	
Assets Register	Council Assets are on the website. Hard Copy – contact Clerk	10p/sheet
Disclosure log	Not applicable	
Register of members' interests	Arun District Council and	10p/sheet

	Clerk	
Register of gifts and hospitality	Arun District Council and Clerk	10p/sheet

<p><b>Class 7 – The services we offer</b></p> <p>Yapton News &amp; Views (Parish Council’s newsletter) is distributed to each household in the parish bi-monthly. Parish Council website: <a href="http://www.yaptonpc.gov.uk">www.yaptonpc.gov.uk</a></p>	Hard Copy – contact Clerk	Free (subject to availability)
Allotments	Cinders Lane, off Bilsham Road, Yapton (maintained by Parish Council) Loveys Road (maintained by Arun District Council)	
Burial grounds and closed churchyards	St Mary’s Churchyard, Church Road, Yapton (contact the Rector - telephone: 01243 552962)	
Community centres and village halls	Yapton & Ford Village Hall, Main Road, Yapton is a charitable trust run by the Village Hall Management Committee. For bookings telephone: 01243 551286	
Parks, playing fields and recreational facilities	Facilities at King George V Playing Field, Main Road, Yapton, including enclosed children’s play area and enclosed basketball/hard play area, maintained by Parish Council	

Seating	King George V Playing Field (as above)	
Clocks	Located on turret on village hall (see above); provided and maintained by Parish Council	
Litter bins/Dog bins/Recycling facilities	On King George V Playing Field - provided and maintained by Arun District Council	
Street lighting	West Sussex County Council and Parish Council Contact Clerk for details	
Bus shelters	5 bus shelters (4 Bilsham Road, 1 Main Road) owned by the Parish Council.	
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, together with those fees (e.g. burial fees)	Not applicable	

<b>Additional Information</b>		
Copies of Parish Council and Annual Parish Meeting Minutes available from 1894 to present day	Contact Clerk	10p/sheet

## Contact details:

Andrew Gardiner  
Clerk of Yapton Parish Council  
38 Ruskin Avenue  
North Bersted  
Bognor Regis  
West Sussex  
PO21 5BW

Telephone: 01243 859141

(normal office hours 9.30am – 12.30pm on most Mondays, Wednesdays and Thursdays at Yapton Village Hall)

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

Website: [www.yaptonpc.gov.uk](http://www.yaptonpc.gov.uk)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying in colour is unavailable	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Rentals	Allotments – Cinders Lane	£36 per 5 rod plot
Advertising	Commercial – Yapton News	£25/£35 per 1/6 <sup>th</sup> page £50 per 1/2 <sup>th</sup> page £75 per full page All in A5 colour format

- the actual cost incurred by the public authority

[Effective 1 January 2009 - adopted by Parish Council 12 January 2009 – (Last updated 12<sup>th</sup> June 2020)]