



Felbridge Parish Council Information available under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	OBTAINING INFORMATION	COST
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website & Noticeboard	Free
Contact details for Clerk and Council members	Website & Noticeboard	Free
Location of main Council office and accessibility details	Website & Noticeboard	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure)		
Annual return form and report by auditor	Website or digital copy Hard copy – contact Clerk	Free 10p/sheet + postage
Finalised budget	Website or digital copy Hard copy - contact Clerk	Free 10p/sheet + postage
Precept – published on TDC website and recorded in FPC Minutes	Website or Digital copy Hard copy – contact Clerk	Free 10p/sheet + postage
Financial Regulations and Standing Orders	Website or digital copy	
Grants – published in Minutes and recorded in financial records.	Website, digital or hard copy – contact Clerk	Hard copy 10p/sheet + postage
Members' allowances and expenses (allowances n/a)	Website (Minutes) digital or hard copy – contact clerk	Hard copy 10p/sheet + postage

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Minutes of Full Parish Council Meetings Annual Report to Annual Village Meeting	Website or Digital Copy or hard copy – contact Clerk	Hard copy 10p/sheet + postage
Class 4 – How we make decisions (Decision making processes and records of decisions)		
List of Meeting Dates (Full Parish Council, Planning, and Parish Meetings)	Website and Noticeboards	Free
Agendas for meetings (as above)	Website and Noticeboards	Free
Minutes of meetings (as above)	Website and Noticeboards	Free
Reports presented to council meetings	Hard copy – contact Clerk	10p/sheet + postage
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Responses to planning applications	Website and TDC Website Hard copy – contact Clerk	Free 10p/sheet + postage
Bye-laws	Noticeboard on Village Green	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or digital copy Hard copy	Free 10p/sheet + postage
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Policies and procedures for handling requests for information	Requests should be directed in writing to the Clerk. Response plus details of charges, where appropriate, to be sent within 28 days.	Costs dependent on content

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or digital copy Hard copy – contact Clerk	Free 10p/sheet + postage
Information security policy (IT)	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Data protection/privacy policies	Website Hard copy – contact Clerk	Free 10p/sheet + postage
Schedule of charges (for the publication of information)	10p/sheet for photocopying plus postage	
Class 6 – Lists and Registers		
Assets Register	Website or Digital Copy Hard copy – contact Clerk	Free 10p/sheet + postage
Register of members' interests	TDC Website Hard copy – contact Clerk	Free 10p/sheet + postage
Class 7 – The services we offer		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, Litter bins, etc	See Assets Register	
Bus shelters	See Assets Register	
Agency agreements	Not applicable	

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