Colgate Parish Council Publication scheme of fees and annual charges. Re Adopted 12th April 2021.(Reviewed 11th July 22)

Colgate PC website -www.colgatefaygate.com Horsham district council-www.horsham.gov.uk

Horsham district council-www.hor	Sham.gov.uk
Information to be published	
Class 1-who we are and what	
we do	
Who's who on the Council and	Hard copy
its Committees	Parish Council website
Contact details for Parish Clerk	Hard copy
and Council members	Website
	Notice boards
Location of main Council office	Hard copy
and accessibility details	Tidi d copy
and decessionicy decans	
Staffing structure	Hard copy
Class 2 –What we spend and	Tidia copy
how we spend	
Annual return form and report	Hard Copy
by auditor	Website
by additor	noticeboard
Finalised budget	Houceboard
Precept _	Hard copy
Тесері _	Website
	VVCDSICC
Financial Standing Orders and	Hard copy
Regulations	Website
Regulations	VVEDSICE
Grants given and received	Hard copy
Grants given and received	Website
Environmental	VVEDSICE
Cleansing	Hard conv
Cicalising	Hard copy Website
List of current contracts	VVEDSILE
	Hard conv
awarded and value of contract	Hard copy
Mombore' alloweress and	website
Members' allowances and	Lland same
expenses	Hard copy
Cl. 2 Wil I	webiste
Class 3-What our priorities are	
and how we are doing	

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Parish Plan (current and	Website
previous year as a minimum)	Hard copy
Annual Report to Parish or	Website
Community Meeting (current	Hard copy
, , ,	пата сору
and previous year as a	
minimum)	
Class 4-How we make	
decisions	
Timetable of meetings	Noticeboards
(Council, any	Website
, ,	
committee/subcommittee	Hard copy
meetings and parish meetings)	
	Noticeboards
Agendas of meetings (as	Website
above)	Hard copy
Minutes of meetings (as	
_ ,	
above) –	
Responses to consultation	Hard copy
papers	
p s p s s s	
Responses to planning	
	Hand arms and HDC such the
applications	Hard copy and HDC website
Class 5-Policy and procedure	
Procedural standing orders	
Committee and sub-committee	
terms of reference	
Delegated authority in respect	All pyrallable in based access
of officers	All available in hard copy
Code of Conduct	
Policy statements	
Policies and procedures for	
the provision of services	
and about the employment	
of staff:	
Internal policies relating to the	
delivery of services	
Equality and diversity policy	
Health and safety policy	
Recruitment policies (including	
current vacancies)	
Policies and procedures for	All available in hard copy if
handling requests for	applicable
information	
1	

Complaints procedures Records management policies (records retention, destruction and archive) –	
Class 6- lists and registers	
Any publicly available register	PC Website
or list (if any are held this should	Hard copy
be publicised; in most	
circumstances existing access	
provisions will	
suffice)	
Assets Register	Hard copy and website
Disclosure log	Hard copy
Register of members' interests	Hard copy and website
Register of gifts and hospitality	Hard copy and website
Class 7-The services we offer	
Lighting	Hard copy
Litter picking	
Maintenance of bus stops and	
other furniture belong to	
council	

Costs

A4 hard copy-10p per page one side, 20p double sided.

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