

**Colgate Parish Council
Publication scheme of fees and annual charges.
Adopted 12th April 2021.**

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

Information to be published	
Class 1-who we are and what we do	
Who's who on the Council and its Committees	Hard copy Parish Council website
Contact details for Parish Clerk and Council members	Hard copy Website Notice boards
Location of main Council office and accessibility details	Hard copy
Staffing structure	Hard copy
Class 2 –What we spend and how we spend	
Annual return form and report by auditor	Hard Copy Website noticeboard
Finalised budget Precept _	Hard copy Website
Financial Standing Orders and Regulations	Hard copy Website
Grants given and received	Hard copy Website
Environmental Cleansing	Hard copy Website
List of current contracts awarded and value of contract	Hard copy website
Members' allowances and expenses	Hard copy webiste
Class 3-What our priorities are and how we are doing	

Parish Plan (current and previous year as a minimum)	Website Hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy
Class 4-How we make decisions	
Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Noticeboards Website Hard copy
Agendas of meetings (as above)	Noticeboards Website Hard copy
Minutes of meetings (as above) –	
Responses to consultation papers	Hard copy
Responses to planning 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 of officers 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 handling requests for information	All available in hard copy
	All available in hard copy if applicable

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

Costs

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

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