

## Information available from Middleton-on-Sea Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Parish Council for the parish of Middleton-on-Sea            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>) where appropriate.</p> <p>The Parish Council also produces a <b>quarterly community magazine</b> (Middleton News) which is distributed to each dwelling within the parish. A taped version is available on request.</p> <p>There are two <b>Parish Council Notice Boards</b> located in Middleton Road, adjacent to Sea Lane and in Elmer Road adjacent to The Cabin car park.</p>	<p>Website:  <a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a></p> <p>Parish Clerk:            01243 585262 or  <a href="mailto:mospc@btconnect.com">mospc@btconnect.com</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>Website            See May minutes annually for committee membership</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>See above – website and Parish Clerk</p>	

Location of main Council office and accessibility details	There is no Parish Office. Contact by telephone, email or post only	
Staffing structure	Part time Parish Clerk	
<b>Class 2 – What we spend and how we spend it</b>	Hard Copy Annual Accounts – contact Clerk	10p/sheet
2010/2011 – Income £49,827 Expenditure £48,709 2011/2012 – Income £47,501 Expenditure £54,276 2012/2013 – Income £48,409 Expenditure £46,641 2013/2014 – Income £67,025 Expenditure £39,787 2014/2015 - Income £60,729 Expenditure £54,939		
Annual return form and report by auditor	Hard Copy – contact Clerk	10p/sheet
Finalised budget	Hard Copy – contact Clerk	10p/sheet
Precept	2014/2015 £42,000	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard Copy – contact Clerk	10p/sheet
Grants given and received	No grants are given. Grant £9,000 received 2014/2015 Hard Copy – contact Clerk	Free
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	No expenses or allowances taken	

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Action Plan	Website	Free
Annual Chairman’s Report to Parish Meeting	Website	Free
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	The dates of all Full Council and committee meetings for the calendar year are available on the Notices Boards and the Website.	10p/sheet
Agendas of meetings (as above)	Notice Boards and at meeting	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Full Council minutes are on the website. Committee minutes can be obtained from the Parish Clerk, on request.	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p/sheet

Responses to planning applications	Available at <a href="http://www.arun.gov.uk/planning">www.arun.gov.uk/planning</a> Or at Arun District Council offices	
Bye-laws	Available at Arun District Council offices	

<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy – contact Clerk	10p/sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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)</p>	Hard Copy – contact Clerk	10p/sheet
Information security policy	Hard Copy – contact Clerk	10p/sheet

Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	10p/sheet
Data protection policies	Hard Copy – contact Clerk	10p/sheet
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	Electors Roll – Arun District Council	
Assets Register	Hard Copy – contact Clerk	10p/sheet
Disclosure log	Not applicable	
Register of members' interests	Arun District Council and Parish Clerk	10p/sheet
Register of gifts and hospitality	Arun District Council and Parish Clerk	10p/sheet

<p><b>Class 7 – The services we offer</b>  Middleton News (Community Magazine) is distributed to each dwelling in the parish quarterly and is also available on the website <a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>  Talking Middleton News, a taped version of Middleton News is available on request.</p>	Hard Copy – contact Clerk	Free (subject to availability)
Allotments	Jointly with two other councils. Located at Bilsham. For enquiries: <a href="http://hobbsallotments.org/">http://hobbsallotments.org/</a>	
Burial grounds and closed churchyards	Not applicable – approach Arun District Council	
Community centres and village halls	Jubilee Hall is not operated by the Parish Council. For bookings telephone: 01243 583298	
Parks, playing fields and recreational facilities	Larksfield – Arun District Council Shrubbs Field – Trustees of Middleton-on-Sea Playing Fields	
Seating	Parish Clerk	
Litter Bins and Dog Bins	Arun District Council	
Lighting	West Sussex County Council	

Bus shelters	5 of 6 bus shelters are owned by Parish Council. Cleansing of the bus shelters is the responsibility of Arun District Council	
Markets	Not applicable	
Public conveniences	Adjacent to Shrubbs Car Park. Owned and operated by Arun District Council	
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>		
Parish Council Minutes from September 1967 – December 2010	West Sussex Records Office Chichester 01243 753602	

**Contact details:**

Mr J W Lake  
Parish Clerk  
Middleton-on-Sea Parish Council  
7 North Avenue East  
Middleton-on-Sea  
Bognor Regis  
West Sussex  
PO22 6HQ

Telephone: 01243 585262 (Answerphone available when office closed)

Email: [mospc@btconnect.com](mailto:mospc@btconnect.com)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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

\* the actual cost incurred by the public authority