

CHIDDINGLY PARISH COUNCIL FREEDOM OF INFORMATION TEMPLATE 2019

**Information available from Chiddingly 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> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard Copy</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>
<p>Staffing structure</p>	<p>Hard Copy</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy</p> <p>Website</p>	<p>10p/sheet</p> <p>Free</p>
<p>Annual return form and report by auditor</p>	<p>Hard Copy</p>	<p>10p/sheet</p>
<p>Finalised budget</p>	<p>Hard Copy</p>	<p>10p/sheet</p>

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Precept	Hard Copy	10p/sheet
Borrowing Approval letter	Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Hard Copy Website	10p/sheet Free
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	Hard Copy Website	10p/sheet Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	Nil
Quality status	N/A	Nil
Local charters drawn up in accordance with DCLG guidelines	N/A	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard Copy Website	10p/sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Website	10p/sheet Free
Agendas of meetings (as above)	Hard Copy	10p/sheet

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	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	10p/sheet Free
Responses to consultation papers	Hard Copy Website	10p/sheet Free
Responses to planning applications	Hard Copy Website	10p/sheet Free
Bye-laws	N/A	Nil
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard Copy Website	10p/sheet Free
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy Website	10p/sheet Free
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	Hard Copy	10p/sheet

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Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard Copy Website	10p/sheet Free
Records management policies (records retention, destruction and archive)	Hard Copy	10p/sheet
Data protection policies	Hard Copy	10p/sheet
Schedule of charges (for the publication of information)	Hard Copy Website	10p/sheet Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard Copy Inspection by appointment	10p/sheet Free
Any publicly available register or list	Inspection by appointment	Free
Assets Register	Inspection by appointment Website Hard Copy	Free Free 10p/sheet
Disclosure log	Not Held	Nil
Register of members' interests	Inspection by appointment	Free
Register of gifts and hospitality	Inspection by appointment	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		

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Allotments	N/A	Nil
Burial grounds and closed churchyards	N/A	Nil
Community centres and village halls	N/A	Nil
Parks, playing fields and recreational facilities	Hard Copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/sheet
Bus shelters	Hard Copy	10p/sheet
Markets	N/A	Nil
Public conveniences	N/A	Nil
Agency agreements	N/A	Nil
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**  
**Claudine Feltham (Parish Clerk)**  
**1 West View**  
**High Street**  
**Horam**

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Tel: 01435 810439

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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 @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		N/A
<b>Other</b>		

\* the actual cost incurred by the public authority