

Information available from Sedlescombe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy and on website	Free on website, 15p sheet hard copy
Who's who on the Council and its Committees	Hard copy and on website	Free on website, 15p sheet hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and on website	Free on website, 15p sheet hard copy
Location of main Council office and accessibility details	Hard copy and on website	Free on website, 15p sheet hard copy
Staffing structure	Hard copy and on website	Free on website, 15p sheet hard copy
<p>Class 2 – What we spend and how we spend it (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>	Hard copy and on website	Free on website, 15p sheet hard copy
Annual return form and report by auditor	Hard copy and on website	Free on website, 15p sheet hard copy
Finalised budget	Hard copy and on website	Free on website, 15p sheet hard copy
Precept	Hard copy and on website	Free on website, 15p sheet hard copy
Borrowing Approval letter	Hard copy and on website	Free on website, 15p sheet hard copy
Financial Standing Orders and Regulations	Hard copy and on website	Free on website, 15p sheet hard copy

Grants given and received	Hard copy and on website	Free on website, 15p sheet hard copy
List of current contracts awarded and value of contract	Hard copy and on website	Free on website, 15p sheet hard copy
Members' allowances and expenses	Hard copy and on website	Free on website, 15p sheet hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy and on website	Free on website, 15p sheet hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and on website	Free on website, 15p sheet hard copy
Quality status	Hard copy and on website	Free on website, 15p sheet hard copy
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy and on website	Free on website, 15p sheet hard copy
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and on website	Free on website, 15p sheet hard copy
Agendas of meetings (as above)	Hard copy and on website	Free on website, 15p sheet hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and on website	Free on website, 15p sheet hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and on website	Free on website, 15p sheet hard copy
Responses to consultation papers	Hard copy and on website	Free on website, 15p sheet hard copy
Responses to planning applications	Hard copy and on website	Free on website,

		15p sheet hard copy
Bye-laws	Hard copy and on website	Free on website, 15p sheet hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and on website	Free on website, 15p sheet hard copy
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 and on website	Free on website, 15p sheet hard copy
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and on website	Free on website, 15p sheet hard copy
Information security policy	None	
Records management policies (records retention, destruction and archive)	Hard copy and on website	Free on website, 15p sheet hard copy
Data protection policies	Hard copy and on website	Free on website, 15p sheet hard copy
Schedule of charges (for the publication of information)	Hard copy and on website	Free on website, 15p sheet hard copy

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy and on website	Free on website, 15p sheet hard copy
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy and on website	Free on website, 15p sheet hard copy
Assets Register	Hard copy and on website	Free on website, 15p sheet hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None	
Register of members' interests	On application	
Register of gifts and hospitality	On application	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy and on website	Free on website, 15p sheet hard copy
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Hard copy and on website	Free on website, 15p sheet hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy and on website	Free on website, 15p sheet hard copy
Bus shelters	Hard copy and on website	Free on website, 15p sheet hard copy
Markets	None	
Public conveniences	None	
Agency agreements	Hard copy and on website	Free on website, 15p sheet hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly Bulletins	Hard copy and on website	Free on website, 15p sheet hard copy
Monthly e-Noticeboards	Hard copy and on website	Free on website, 15p sheet hard copy
Council representatives on other bodies	Hard copy and on website	Free on website, 15p sheet hard copy

Contact details:

**Mrs Carol Hodgson, Clerk/Responsible Financial Officer,
April Cottage, Church Road, Catsfield, East Sussex. TN33 9DP**

clerk@sedlescombe.org.uk

075 310 365 69

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .15p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority