

## Sedlescombe Parish Council Publication Scheme

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts) This will be current information only N.B.            Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website or Hard Copy via email to the clerk.            (See contact details below)</p>
Who's who on the Council and its Committees	Website or Hard Copy via email to the clerk.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website or Hard Copy via email to the clerk.
Location of main Council office and accessibility details.	The Red House, Lower Street, Ninfield, Battle, East Sussex. TN33 9ED by appointment. Telephone: 07531 065469
Staffing structure	Website or Hard Copy via email to the clerk.
<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) Current and previous financial year as a minimum</p>	Website or Hard Copy via email to the clerk.
Annual return form and report by auditor	Website or Hard Copy via email to the clerk.
Finalised budget	Website or Hard Copy via email to the clerk.
Precept	Website or Hard Copy via email to the clerk.
Borrowing Approval letter	Website or Hard Copy via email to the clerk.
Financial Standing Orders and Regulations	Website or Hard Copy via email to the clerk.
Grants given and received	Website or Hard Copy via email to the clerk.
List of current contracts awarded and value of contract	Website or Hard Copy via email to the clerk.
Members' allowances and expenses	Website or Hard Copy via email to the clerk.
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard Copy via email to the clerk The Bulletins and Annual Directory.
Parish Plan (current and previous year as a minimum)	Not applicable. Neighbourhood Plan available on the website and District Council Website.
<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	Agenda & Minutes of all meeting, Council's scheme of delegation and committee terms of reference are available on the Website or as a hard copy via email to the clerk.

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Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or as a hard copy via email to the clerk.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	
Responses to planning applications	Minutes of meetings available on the website or hard copy via email to the clerk or from Rother District Council website
Bye-laws	Rother District Council website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	Website or as a hard copy via email to the clerk.
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. Policy Statements	Website or as a hard copy via email to the clerk.
Policies and procedures for the provision of services and about the employment of staff.	Not Applicable
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) Information security policy (Privacy Notices) Records management policies (records retention, destruction and archive) Data protection policies	Website or as a hard copy via email to the clerk.
<b>Class 6 – Lists and Registers –</b> Currently maintained lists and registers only	
Any publicly available register or list – Electoral Register	Rother District Council.
Assets Register	Email to the clerk.
Register of members' interests	Links on the Parish Council website to Rother District Council website.
Register of gifts and hospitality	Not applicable

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<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	Website or as a hard copy via email to the clerk.
Parks, playing fields and recreational facilities	Website or as a hard copy via email to the clerk.
Seating, litter bins, clocks	Website or as a hard copy via email to the clerk.
Bus shelters	Website or as a hard copy via email to the clerk.
Public conveniences	Website or as a hard copy via email to the clerk.
	Website or as a hard copy via email to the clerk.
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None

### Contact details:

**Clerk to the Council:** Jackie Scarff,

Address: The Red House, Lower Street, Ninfield, Battle, East Sussex, TN33 9ED

Telephone: 07531 065469

Email: [clerk@sedlescombe.org.uk](mailto:clerk@sedlescombe.org.uk)