

Parish Clerk
The Parish Office, The Triangle
Willingdon
East Sussex BN20 9PJ



Office Hours 9 am to 1 pm
Monday to Friday

Telephone : 01323 489603
email: nicola.williamson

@willingdonandjevingtonparishcouncil.co.uk

www.willingdonandjevington.org.uk

FREEDOM OF INFORMATION SCHEME

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The Parish Council will comply with the requirements of the Freedom of Information Act 2000, and in particular will

- Make as much information as practicable available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will;
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently; and
- Ensure that any fees charged are calculated appropriately and consistently.

2. Schedule of charges

<u>Type of charge</u>	<u>Description</u>	<u>Basis of charge</u>
Disbursement cost	Photocopying @ 10p per sheet(B/W) 20p (colour)	Actual cost incurred
	£10.00 base fee	Staff Time
	Postage	Actual cost of 2 nd class stamp

3. The publication Scheme

3.1 This document is the guide to information available from the Parish Council under the publication scheme.

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Maximum Cost</u>
<u>Class 1 – Who we are and what we do</u>		
Who's who on the Council and its committees	Hard copy and website	Disbursement cost
Contact details for the Parish Clerk and Council Members	Hard copy, website and Parish noticeboards	Disbursement cost
Location of main Council office and accessibility details	Hard copy, website and Parish noticeboards	Disbursement cost
Staffing Structure	Hard copy and website	Disbursement cost
<u>Class 2 – What we spend and how we spend it</u>		
Annual return form and auditor report	Hard copy and website	Disbursement cost
Final budget	Hard copy and website	Disbursement cost
Precept	Hard copy and website	Disbursement cost
Standing Orders and Financial Regulations	Hard copy and website	Disbursement cost
Grant Information	Hard copy and website	Disbursement cost
Member allowances and expenses	Hard copy and website	Disbursement cost
<u>Class 3 – What our priorities are and how we are doing</u>		
Annual Report to Parish Meeting	Hard copy and website	Disbursement cost
<u>Class 4 – How we make decisions</u>		
Timetable of meetings	Hard copy and website	Disbursement cost
Agendas and minutes of meetings	Hard copy and website	Disbursement cost
Reports presented to the Council	Hard copy and website	Disbursement cost
Responses to consultations	Hard copy and website	Disbursement cost
Responses to planning applications	Hard copy and website	Disbursement cost
<u>Class 5 – Our policies and procedures</u>		
Policies and procedures for the conduct of Council business	Hard copy and website	Disbursement cost
Policies and procedures for the provision of services and relating to staff	Hard copy and website	Disbursement cost
<u>Class 6 – Lists and registers</u>		
Any publicly available list or register	Hard copy and website	Disbursement cost
Assets register	Hard copy and website	Disbursement cost
Register of Member's interests	Hard copy and website	Disbursement cost
Register of gifts and hospitality	Hard copy and website	Disbursement cost
<u>Class 7 – The services we offer</u>		
Parish newsletters and information releases	Hard copy and website	Disbursement cost

