

# Etchingam Parish Council

Information available from Etchingam Parish Council  
under the FREEDOM OF INFORMATION ACT model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	<a href="#">Website</a> Hard copy	Free Free
Contact details for Parish Clerk and Council members	<a href="#">Website</a> Hard copy	Free Free
Location of main Council office and accessibility details	not produced	
Staffing structure	Hard copy	Free
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)Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	Free
Finalised budget	Hard copy	Free
Precept	Hard copy	Free
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Hard copy	10p/sheet
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Hard copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	Free
Annual Report to Parish or Community Meeting	Hard copy	Free
Local charters drawn up in accordance with DCLG guidelines		

Class 4 – How we make decisions (Decision making processes and records of decisions)Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="#">Website</a> Hard copy	Free Free
Agendas of meetings (as above)	<a href="#">Website</a> Hard copy	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="#">Website</a> Hard copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<a href="#">Website</a> Hard copy	Free 10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	<a href="#">Website</a> Hard copy	Free 10p/sheet
Bye-laws	not produced	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only		
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 Hard copy Hard copy Hard copy Hard copy	10p/sheet 10p/sheet 10p/sheet 10p/sheet 10p/sheet
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)	not produced not produced not produced not produced Hard copy Hard copy	Free Free
Information security policy	not produced	
Records management policies (records retention, destruction and archive)	Hard copy	Free
Data protection policies	not produced	
Schedule of charges (for the publication of information)	Hard copy	Free
Class 6 – Lists and RegistersCurrently maintained lists and registers only		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Free
Assets Register	Available for inspection	
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)	not produced	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	Available for inspection	
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		
Community centres and village halls	Hard copy	Free
Parks, playing fields and recreational facilities	Hard copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters	Hard copy	Free
Agency agreements	not produced	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

This Publication Scheme was adopted by Etchingham Parish Council 19.05.11 and came into effect 01.06.11

Reviewed and updated 17<sup>th</sup> May 2018