



**Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas**

Information available from Rotherfield 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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>		
Annual return form and report by auditor	Hard copy (contact Clerk)	Hard copy 10p per Sheet

Finalised budget	Hard copy (contact Clerk)	Hard copy 10p per Sheet
Precept	Hard copy (contact Clerk)	Hard copy 10p per Sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website or hard copy (contact Clerk)	
Grants given and received	Hard copy (contact Clerk)	Hard copy 10p per Sheet
List of current contracts awarded and value of contract	Hard copy (contact Clerk)	Hard copy 10p per Sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy (contact Clerk)	Hard copy 10p per Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	
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)	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Agendas of meetings (as above)	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (contact Clerk)	Hard copy 10p per Sheet
Responses to consultation papers	N/A	
Responses to planning applications	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Bye-laws	N/A	
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	Website or hard copy (contact Clerk) Not Held N/A Not held Not held	Hard copy 10p per 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	Not held Not held Not held Not held Not held	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Not held	
Information security policy	Not held	
Records management policies (records retention, destruction and archive)	Not held	
Data protection policies	Not held	
Schedule of charges (for the publication of information)	Not held	
Class 6 – Lists and Registers		
Currently 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)	Inspection	
Assets Register	Hard copy (contact Clerk)	Hard copy 10p per Sheet
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 held	
Register of members' interests	Hard copy (contact Clerk)	Hard copy 10p per Sheet
Register of gifts and hospitality	Hard copy (contact Clerk)	Hard copy 10p per Sheet
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		
Allotments	Not held	
Burial grounds and closed churchyards	Not held	

Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	Not held	
Bus shelters	Not held	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or hard copy (contact Clerk)	Hard copy 10p per Sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not held	

Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ . p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A
Other		N/A

* The actual cost incurred by the public authority