



**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 |

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| 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 | |
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| 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 | |
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| 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 |

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| 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 | |
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| 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 | |

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| 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 | |
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| 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 |
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| 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 | |

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| 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 | |
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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