

FREEDOM OF INFORMATION ACT 2000

Information available from Salehurst & Robertsbridge Parish Council under the model publication scheme (adopted 1st January 2009)

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) This will be current information only		
Who's who on the Council and its Committees	Website (www.salehurst-pc.org.uk) Parish Council Notice Boards (2) Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet Free
Contact details for Parish Clerk and Council members	Website (www.salehurst-pc.org.uk) Parish Council Notice Boards (2) Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet Free
Location of main Council office and accessibility details	The Parish Office, Youth Centre, George Hill, Robertsbridge. TN32 5AP Tel. / Fax: 01580 882066 clerk@salehurst-pc.org.uk Open hours: Tues and Thurs 2-4pm	
Staffing structure	hard copy – contact Clerk	10p sheet

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)		
Annual return form and report by auditor	Website Notice boards for statutory period Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet free
Finalised budget	Website Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet free
Precept	Website Hard copy – contact Clerk	10p sheet
Grants given and received	Website Hard copy – contact Clerk	10p sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet 10p sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting	Hard copy – contact Clerk	10p sheet
Internal Auditor's Report	Website Hard copy – contact Clerk	10p sheet

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website	10p sheet free
Agendas of meetings	Parish Council notice boards (2)	
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Email attachment – contact Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	10p sheet
Responses to consultation papers	Hard copy – contact Clerk	10p sheet
Responses to planning applications	Website Notice boards Hard copy – contact Clerk	10p sheet
Public Space Protection Orders	Website (Parish & Rother D.C.) Email – contact Clerk	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
A Policies and procedures for the conduct of council business		
Procedural standing orders	Website Email Hard copy – contact Clerk	10p sheet
Financial Regulations	Website Email Hard copy – contact Clerk	10p sheet
Code of Conduct	Website Hard copy – contact Clerk	10p sheet

B Policies and procedures for the provision of services and about the employment of staff:		
Freedom of Information – model publication scheme and table of information	Website Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet free
Complaints procedure	Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet free
C Schedule of charges (for the publication of information)	See page 5	

Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Register	Hard copy – contact Clerk Email attachment – contact Clerk	10p sheet free
Register of Members' interests	Website By inspection – contact Clerk	
Register of gifts and hospitality	By inspection – contact Clerk	

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	(hard copy or website; some information may only be available by inspection)	
Salehurst Cemetery	Website Hard copy – contact Clerk By inspection – contact Clerk	10p sheet
Recreation Ground, Pocket Park, Pipers Field, Jubilee Garden, Bishops Meadow, land at the Clappers, Station Road Car Park.	Website Hard copy – contact Clerk	10p sheet
Seating, litter bins	Hard copy – contact Clerk	10p sheet
Bus shelters		
War Memorial / Clock		

Public conveniences (Recreation Ground, Station Road Car Park)		
Street lighting		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy – contact Clerk	10p sheet

Contact details:

Parish Clerk, The Parish Office, Youth Centre, George Hill, Robertsbridge East Sussex. TN32 5AP

Tel / Fax: 01580 882066

clerk@salehurstparishcouncil.gov.uk

www.salehurst-pc.org.uk

Office open hours: Tuesday / Thursday 2-4pm

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual direct cost
	Photocopying @ 20p per sheet (colour)	Actual direct cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation