

Freedom of Information Act 2000

Information available from Aldwick Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
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| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Aldwick Parish Council 88 Pryors Lane Aldwick West Sussex PO21 4JF | (hard copy or website) | |

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| Current information only | | |
| List of Council members and their responsibilities as well a list of Council Committees | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Details of any representation on local public bodies | | |
| Postal and email address | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Contact details for Parish Clerk and Council members | | |
| Where possible, provide named contacts including contact phone numbers and email addresses | | |
| Location of main Council office and accessibility details | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Staffing structure | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | (hard copy or website) | |
| | Parish Office – Hard Copy | 15p per A4 |

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| Statement of accounts and internal audit report in the format included in the Annual Return form | Website | Sheet |
| Finalised budget | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Precept | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Borrowing Approval letter | Parish Office – Hard Copy N/A | 15p per A4 Sheet |
| All items of expenditure above £100 | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Financial Standing Orders and Regulations | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Grants given and received | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| List of current contracts awarded and value of contract | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Members' allowances and expenses | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum | (hard copy or website) | |
| Annual governance statement in format included in the Annual | Parish Office – Hard Copy | 15p per A4 |

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| Return form | Website | Sheet |
| Parish Design Statement/Business Plan | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Annual Report to Parish or Community Meeting | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Quality status | N/A | |
| Local charters drawn up in accordance with DLUHC's guidelines | N/A | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Agendas of meetings (as above) | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Parish Office – Hard Copy Website | 15p per A4 Sheet |

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| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Responses to consultation papers | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Responses to planning applications | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Bye-laws | Parish Office – Hard Copy Website | 15p per A4 Sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | Parish Council – Hard Copy Website | 15p per A4 Sheet |
| Policies and procedures for the provision of services and about | Parish Council – Hard Copy | 15p per A4 |

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| <p>the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) | Website | Sheet |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p> | Parish Council – Hard Copy Website | 15p per A4 Sheet |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p> | (hard copy or website; some information may only be available by inspection) | |
| <p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p> | Inspection Only | |
| | Inspection Only | |

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| Assets register, including details of public land and building assets | | |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Inspection Only | |
| Register of members' interests | Website | |
| Register of gifts and hospitality | N/A | |
| 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) | |
| Allotments | Parish Council – Hard Copy | 15p per A4 Sheet |
| Seating and memorials – Millennium Gardens | Inspection Only | |
| Bus shelters | Inspection Only | |
| Additional Information Information not itemised in the lists above | | |

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| None | | |

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 @ 15p per sheet (black & white) | Actual cost 15p |
| | Photocopying @ 15p per sheet (colour) | Actual cost 15p |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |