

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
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Aldwick Parish Council 88 Pryors Lane Aldwick West Sussex PO21 4JF</p>	<p>(hard copy or website)</p>	

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

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

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

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

<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	
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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	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(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	
<p>Additional Information</p> <p>Information not itemised in the lists above</p>		

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)