

Publication Scheme

1. Introduction

- 1.1. Pevensey Parish council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) using the model publication scheme produced by Information Commissioner's Office. To promote a culture of openness, transparency and accountability amongst public authorities by providing people with the right to access information held by the Parish Council.
- 1.2. The information contained in each class will be available in a variety of formats, namely a hard copy on request to the clerk, a small charge will apply for printing, by inspection at the council office or some information may be available on the council's website.
- 1.3. Make as much information as practicable available via the publication scheme unless.
- it does not hold the information
 - the information is exempt under one of the FOIA exemptions or EIR exceptions, or its release is prohibited by another statute;
 - the information is readily and publicly available from an external website; such information may have been provided by Council or on its behalf. Council must provide a direct link to that information;
 - the information is archived, out of date or otherwise inaccessible; or,
 - it would be impractical or resource-intensive to prepare the material for routine release.

2. Schedule of charges

<u>Type of charge</u>	<u>Description</u>	<u>Basis of charge</u>
Disbursement cost	Photocopying @ 30p per A4 sheet black and white and 60p per A3 sheet.	Actual cost incurred
	Postage	Actual cost of 2 nd class stamp
Free of Charge (FoC)	No charge as the information available on the council's website	

3. The publication Scheme

This document is the guide to information available from the Parish Council under the publication scheme.

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Maximum Cost</u>
<i><u>Class 1 – Who we are and what we do</u></i> - Organisational information, structures, locations and contacts		
Who's who on the Council, a list of Council members and their responsibilities and its committees	Hard copy, Parish Office (9am to 2pm Monday to Thursday) and website	Disbursement cost FOC
Contact details for the Parish Clerk and Council Members (named contacts where possible with telephone number and email address)	Hard copy, Parish Office (9am to 2pm Monday to Thursday) website and Parish noticeboards and signs	Disbursement cost FOC
Location of main Council office and accessibility details	Hard copy, Parish Office (9am to 2pm Monday to Thursday) website and Parish noticeboards and signs	Disbursement cost FOC
Staffing Structure	Hard copy and website	Disbursement cost FOC
<i><u>Class 2 – What we spend and how we spend it</u></i> - Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous year as a minimum.		
Annual return form and auditor report	Hard copy and website	Disbursement cost FOC
Final budget	Hard copy and website	Disbursement cost FOC
Precept	Hard copy and website	Disbursement cost FOC
Borrowing Approval letter	Parish Office (9am to 2pm Monday to Thursday) and website	FOC
All items of expenditure above £100	Parish Office (9am to 2pm Monday to Thursday) and website and council minutes/ supporting information.	Disbursement cost FOC
Standing Orders and Financial Regulations	Hard copy and website	Disbursement cost FOC
Grant Information	Parish Office (9am to 2pm Monday to Thursday) and website	FOC
List of current contracts awarded and value of contract	Parish Office (9am to 2pm Monday to Thursday) website, Minutes	FOC
Member allowances and expenses	Hard copy	Disbursement cost
<i><u>Class 3 – What our priorities are and how we are doing</u></i> - Strategies and plans, performance indicators, audits, inspections and reviews – Current and previous year as a minimum		
Annual Report to Parish Meeting	Hard copy, Parish Office (9am to 2pm Monday to Thursday) and website	Disbursement cost FOC
Annual governance statement in format included in the Annual Return form.	Hard copy, Parish Office (9am to 2pm Monday to Thursday) and website	Disbursement cost FOC

Parish Plan	Hard copy, Parish Office (9am to 2pm Monday to Thursday) and website	Disbursement cost FOC
Quality Status	Website	FOC
Local charters drawn up in accordance with DCLG guidelines	Currently Pevensey Parish Council doesn't hold any local charters.	
<u>Class 4 – How we make decisions</u> - Decision making processes and records of decisions Current year and previous year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, Parish Office (9am to 2pm Monday to Thursday) website and Parish notice boards	Disbursement cost FOC
Agendas and minutes of meetings	Hard copy, Parish Office (9am to 2pm Monday to Thursday) website and Parish notice boards	Disbursement cost FOC
Minutes of meetings (as above) – note, this will exclude information that is properly regarded as private to the meeting.	Parish Office (9am to 2pm Monday to Thursday) website	FOC
Reports presented to council meetings – note this will exclude information that is properly regarded as exempt from disclosure.	Hard copy Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC
Responses to consultations	Hard copy Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC
Responses to planning applications	Hard copy Parish Office (9am to 2pm Monday to Thursday) website, Minutes	Disbursement cost FOC
Byelaws	Currently Pevensey Parish Council doesn't enforce any bylaws .	
<u>Class 5 – Our policies and procedures</u> - Current written protocols, policies and procedures for delivering our services and responsibilities Current year and previous year as a minimum		
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	Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC
Policies and procedures for the provision of services and relating to staff: • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies)	Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC

• Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies: • records management process • schedule of charges • others as agreed including requests for information • Records Management, personal data and access to information policies • Document Retention Policy • Data protection Policy	Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC
<u>Class 6 – Lists and registers</u> - Currently maintained lists and registers only: This year and previous year as a minimum - Some information may only be available by inspection		
Assets register	Website	FOC
Deeds and historical archived records	Hard copy and or at the Keep	Disbursement cost
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests; recommended as good practice, but may not be held by parish councils	Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC
Register of members' interests	Parish Office (9am to 2pm Monday to Thursday) website	Disbursement cost FOC
Register of gifts and hospitality	Parish Office (9am to 2pm Monday to Thursday)	Disbursement cost
<u>Class 7 – The services we offer</u> - Current information only. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Parish Office (9am to 2pm Monday to Thursday)	
Burial grounds and closed churchyards	Currently Welwyn Parish Council is not responsible for an	
Parish newsletters and information releases	Hard copy and website	Disbursement cost FOC
Community Centres and Village Halls	Parish Office (9am to 2pm Monday to Thursday) website	
Parks, playing fields and recreational facilities		

Seating, litter bins, clocks, memorials and lighting, street furniture		
Bus shelters	Bus shelters	Bus shelters
Markets		
Public Conveniences		
Agency Agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Information in relation to Pevensey Parish Council is available from:

- Website www.pevenseyparishcouncil.gov.uk/
- Email clerk@pevenseyparishcouncil.gov.uk
- Hard copy via Sarah Mosedale, Clerk to Pevensey Parish Council, Ethel Wood Community Centre, 129 Coast Road, Pevensey Bay, BN24 6NS - Officer Hours: Monday to Thursday 9am to 2pm