

Barcombe Parish Council

Freedom of Information model publication scheme

Hard copy charged @ 10p per page

Published Information	
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 Hard copy from Clerk
Contact details for Parish Clerk (N.B. Council members can be contacted via the Parish Clerk)	Website Noticeboard Hardcopy from Clerk
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, financial audit) Current financial year as a minimum	Website Hardcopy from Clerk
Annual Governance & Accountability Return form and report by auditor	Website Hardcopy from Clerk
Finalised budget	Website Hardcopy from Clerk
Precept	Website Hardcopy from Clerk
Standing Orders & Financial Regulations	Website – Polices Hardcopy from Clerk
Grants given and received	Website – Minutes Hardcopy from Clerk
List of current contracts and value	Hardcopy from Clerk
Members' allowances (None) and expenses (recorded in minutes)	Website – Minutes Hardcopy from Clerk
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish or Community Meeting (including historic files).	Website – Minutes Hardcopy from Clerk
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 – Minutes Hardcopy from Clerk
Agendas of meetings (as above)	Website – Minutes Hardcopy from Clerk
Agreed Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website – Minutes Hardcopy from Clerk

	After seven years the hardcopy minutes are transferred to the East Sussex Record Office.
Reports presented to council meetings – NB this will exclude drafts and information that is properly regarded as private to the meeting.	Website – Minutes Hardcopy from Clerk
Responses to consultation papers	Hardcopy from Clerk
Responses to planning applications – recorded in minutes and available to view on Lewes District Council public access system	Website – Minutes Lewes District Council website Hardcopy from Clerk
Recreation Ground Bye-laws	Hardcopy from Clerk
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: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Policy statements</li> <li>• Codes of Conduct</li> </ul>	Website Hardcopy from Clerk
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Freedom of Information</li> <li>• Complaints procedures</li> <li>• Retention of documents policy</li> <li>• IT Policy</li> <li>• VDU Policy</li> </ul>	Website Hardcopy from Clerk
Data protection Registered with Information Commissioners Office	ICO Website
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets Register	Hardcopy from Clerk
Register of member's interest	Website Hardcopy from Clerk
Class 7 – The services we offer Current information only	
Parks, playing fields and recreational facilities	Hardcopy from Clerk
Street furniture	Hardcopy from Clerk
Bus Shelter	Hardcopy from Clerk