

**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME
ADOPTED 17TH MAY 2011**

Information available from Forest Row Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts, including Newsletter)</p> <p>Newsletter distributed to all households</p> <p>This will be current information only</p>	<p>Web Site Hard Copy Notice Boards</p>	<p>Free .05p/A4 copy .10p/A3 copy Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Web Site Hard Copy</p>	<p>Free .05p/A4 copy</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Web Site</p>	<p>Free .05p/A4 copy</p>
<p>Location of main Council office and accessibility details</p>	<p>Web Site</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Web Site</p>	<p>Free</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Web Site Hard Copy</p> <p>Notice Boards</p>	<p>Free .05p/A4 copy .10p/A3 copy Free</p>
<p>Annual return form and report by auditor</p> <p>Internal Auditor Reports (quarterly) Internal Audit Programme</p>	<p>Web Site Hard Copy</p> <p>Notice Boards</p> <p>Hard Copy Website Hard Copy</p>	<p>Free .05p/A4 copy .10p/A3 copy Free</p> <p>.05p/A4 copy Free .05p/A4 copy</p>
<p>Finalised budget</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>
<p>Precept</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>
<p>Borrowing Approval letter (when appropriate)</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>
<p>Financial Standing Orders and Regulations, including: Clarification of Authority to Spend Financial Risk Assessment Policy on General Revenue Reserves</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>
<p>Grants given and received</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>
<p>Members' allowances and expenses</p>	<p>Hard Copy</p>	<p>.05p/A4 copy</p>

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard Copy	Free Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy	.05p/A4 copy
Quality Status Portfolio	Hard Copy	Free to look at in Council office
Parish Council Business Plan	Website Hard Copy	Free .05p/A4 copy
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 Hard Copy Notice Boards	Free .05p/A4 copy Free
Agendas of meetings (as above)	Website Hard Copy Notice Boards	Free .05p/A4 copy Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free .05p/A4 copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	.05p/A4 copy
Responses to consultation papers	Hard Copy	.05p/A4 copy
Responses to planning applications – in Minutes	Website Hard Copy	Free .05p/A4 copy

Bye-laws	Website Hard Copy	Free .05p/A4 copy
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free .05p/A4 copy
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Dignity at Work policy Grievance Procedure Disciplinary Procedure Information Technology Policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free .05p/A4 copy

Terms and Conditions of use of Forester's Green for Circus Performances Policy on East Grinstead Bypass Policy on Newlands Place Policy on Streetlighting Training Policy And any other policy that the Council may adopt.		
Risk Assessments	Hard Copy	.05p/A4 copy
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Website Hard Copy	Free .05p/A4 copy
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	.05p/A4 copy
Register of members' interests	Hard Copy	.05p/A4 copy
Register of gifts and hospitality	Hard Copy	.05p/A4 copy
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		
Allotments	Website Hard Copy	Free .05p/A4 copy

Burial grounds and closed churchyards	Website Hard Copy	Free .05p/A4 copy
Community centres and village halls	Website Hard Copy	Free .05p/A4 copy
Parks, playing fields and recreational facilities	Website Hard Copy	Free .05p/A4 copy
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free .05p/A4 copy
Bus shelters	Website Hard Copy	Free .05p/A4 copy
Markets	Website	Free
Agency agreements – when appropriate	Website Hard Copy	Free .05p/A4 copy
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	Free .05p/A4 copy
Community Cafe	Website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: **Mrs Rodabe Rudin, Clerk to the Council**
Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row RH18 5DZ
Tel: 01342 822661
Email: parishclerk@forestrow.gov.uk

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 @ .05.p per sheet (black & white)	Actual cost *
	Photocopying @.05p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority