



NEWICK PARISH COUNCIL FREEDOM OF INFORMATION

April 2017

Information available from Newick 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)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
Contact details for Parish Clerk and Council members (N.B. Council members can be contacted via the Parish Clerk)	Website – Newick.net Noticeboards Hard Copy – Contact Clerk	Free Free 10p/page
Location of main Council office and accessibility details	Website	Free
Staffing structure	None / no information	
<p>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</p>	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page

Annual return form and report by auditor	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
Finalised budget	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
Precept	Website Minutes Hard Copy – Contact Clerk	Free 10p/page 10p/page
Borrowing Approval letter	Public Building Loans Board Hard Copy – Contact Clerk	10p/page
Financial Standing Orders and Regulations	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
Grants given and received	Website - minutes Hard Copy – Contact Clerk	Free 10p/page
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p/page
Members' allowances and expenses	No allowances, few expenses. Hard Copy – Contact Clerk	10p/page

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan -Newick Neighbourhood Plan adopted July 2015	Website Hard Copy – Contact Clerk	Free 10p/page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Newick.net Hard Copy – Contact Clerk	10p/page
Local charters drawn up in accordance with DCLG guidelines	None	
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, any committee/sub-committee meetings and parish meetings)	Website – Newick.net Noticeboards Hard Copy – Contact Clerk	Free Free 10p/page
Agendas of meetings (as above)	Website Noticeboards Hard Copy – Contact Clerk	Free Free 10p/page
Agreed Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website – Newick.net Newick Post Office (view only) Hard Copy – Contact Clerk	Free Free 10p/page
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	10p/page

Responses to consultation papers	Hard Copy – Contact Clerk	10p/page
Responses to planning applications – recorded in minutes and available to view on Lewes District Council public access system	LDC Website Hard Copy – Contact Clerk	Free 10p/page
Bye-laws	None / No information	
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Policy statements Codes of Conduct	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page

Information security policy CCTV	Hard Copy – Contact Clerk	10p/page
Records management policies (records retention, destruction and archive)	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
Data protection Registered with Information Commissioners Office	Hard Copy – Contact Clerk	Free 10p/page
Schedule of charges for the publication of information – see cost column at end of this document	Website – Newick.net Hard Copy – Contact Clerk	Free 10p/page
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)	Hard Copy – Contact Clerk	10p/page
Assets Register	Hard Copy – Contact Clerk	Free 10p/page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not maintained	
Register of members' interests – available on Lewes District Council website with a link from www.newick.net	Website Hard Copy – Contact Clerk	Free 10p/page
Register of gifts and hospitality	Hard Copy – Contact Clerk	10p/page

Class 7 – The services we offer (Information about the services the Parish Council offers, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard Copy – Contact Clerk	10p/page
Parks, playing fields and recreational facilities	Hard Copy – Contact Clerk	10p/page
Seating, litter bins, clocks, memorials and lighting	Hard Copy – Contact Clerk	10p/page
Bus shelters	Hard Copy – Contact Clerk	
Agency agreements	Hard Copy – Contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Quarterly Newsletters	Delivered to every household Website – newick.net Hard Copy – Contact Clerk	Free Free 12p/page

Contact details: Mrs S.E. Berry
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Approved 25th April 2017

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @.12p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (actual statute will be quoted)
Other	Expenses incurred	Actual costs*

* the actual cost incurred by the Council