



Publication Scheme

1. Introduction

1.1 Pevensey Parish Council is required by the Freedom of Information Act 2000 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 Offices or some information may be available on the Council's website.

1.3 The Parish Council will comply with the requirements of the Freedom of Information Act 2000,

- Make as much information as practicable available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will;
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently; and
- Ensure that any fees charged are calculated appropriately and consistently.

2. Schedule of charges

<u>Type of charge</u>	<u>Description</u>	<u>Basis of charge</u>
Disbursement cost	Photocopying @ 10p per sheet black and white	Actual cost incurred
	Postage	Actual cost of 2 nd class stamp
Free of Charge (FoC)	No charge as the information available on the councils 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>		
Who's who on the Council and its committees	Hard copy and website	Disbursement cost FOC
Contact details for the Parish Clerk and Council Members	Hard copy, website and Parish noticeboards	Disbursement cost FOC
Location of main Council office and accessibility details	Hard copy, website and Parish noticeboards	Disbursement cost FOC
Staffing Structure	Hard copy	Disbursement cost
<i><u>Class 2 – What we spend and how we spend it</u></i>		
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
Standing Orders and Financial Regulations	Hard copy and website	Disbursement cost FOC
Grant Information	Hard copy and website	Disbursement cost FOC
Member allowances and expenses	Hard copy	Disbursement cost
<i><u>Class 3 – What our priorities are and how we are doing</u></i>		
Annual Report to Parish Meeting	Hard copy and website	Disbursement cost FOC
Parish Plan	Hard copy and website	Disbursement cost FOC
<i><u>Class 4 – How we make decisions</u></i>		
Timetable of meetings	Hard copy, website and Parish notice boards	Disbursement cost FOC
Agendas and minutes of meetings	Hard copy and website and Parish notice boards	Disbursement cost FOC
Reports presented to the Council	Hard copy and website	Disbursement cost FOC
Responses to consultations	Hard copy and website	Disbursement cost FOC
Responses to planning applications	Hard copy and website	Disbursement cost FOC
Procedural Standing Orders	Hard copy and website	Disbursement cost FOC
Councillors' Register of Interests	Hard copy and website	Disbursement cost FOC

<u>Class 5 – Our policies and procedures</u>		
Policies and procedures for the conduct of Council business	Hard copy and website	Disbursement cost FOC
Policies and procedures for the provision of services and relating to staff	Hard copy and website	Disbursement cost FOC
<u>Class 6 – Lists and registers</u>		
Any publicly available list or register	Hard copy	Disbursement cost
Assets register	Hard copy	Disbursement cost
Deeds and historical archived records	Hard copy	Disbursement cost
<u>Class 7 – The services we offer</u>		
Parish newsletters and information releases	Hard copy and website	Disbursement cost FOC