

Information to be published <i>'Website' is a designated PC website.</i> <i>'Hard copy' or 'Inspection' – always by contacting the Clerk.</i>	How the information can be obtained (hard copy and/or website)	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website. Noticeboards. Parish Magazine Hard copy.	
Who's who on the Council and its Committees	Website/Hard copy.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website. Hard copy.	
Location of main Council office and accessibility details	Website/Hard copy.	
Staffing structure: limited information – two part time staff only.	Website/Hard copy.	
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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy.	
Finalised budget	Hard copy.	
Precept	Hard copy.	
Borrowing Approval letter	Hard copy.	
Financial Standing Orders and Regulations	Hard copy.	
Grants given and received	Hard copy.	
List of current contracts awarded and value of contract	Hard copy.	
Members' allowances and expenses – not adopted.	Not applicable.	

List of current contracts awarded and value of contract	Hard copy.	
Members' allowances and expenses – not adopted.	Not applicable.	
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 (current and previous year as a minimum)	Website/Hard copy.	75p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy.	
Quality status – not eligible.	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines – not applicable.	Not applicable.	
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. Hardcopy	
Agendas of meetings (as above)	Website/Hardcopy.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website. Hardcopy.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website (some). Hardcopy.	
Responses to consultation papers	Hard copy.	
Responses to planning applications	Website/Hard copy.	
Bye-laws	Hard copy.	
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 Code of Conduct Policy statements – when available.	Hard copy. Hard copy. Hard copy. Hard copy. Hard copy.	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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 – this policy. Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>When held - hard copy.</p> <p>Website and hard Copy.</p>	
Information security policy	Not applicable.	
Records management policies (records retention, destruction and archive)	Hard copy.	
Data protection policies – minimal information held.	Hard copy.	
Schedule of charges (for the publication of information) – Parish Plan only.	Not applicable.	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)	Inspection only.	
Assets Register	Hard copy.	
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 applicable.	
Register of members' interests	Inspection only.	
Register of gifts and hospitality	Inspection only.	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments – non held.	Not applicable (yet).	
Burial grounds and closed churchyards – none held.	Not applicable.	
Community centres and village halls	Hard copy.	

Parks, playing fields and recreational facilities	Hard copy.	
Seating, litter bins, clocks, memorials and lighting	Hard copy.	
Bus shelters	Hard copy.	
Markets – none.	Not applicable.	
Public conveniences – none currently held.	Not applicable.	
Agency agreements – none currently.	Not applicable.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – none.	Not applicable.	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk: Mrs Ann Newton, 'Highlands', Blackboys, East Sussex TN22 5LR
Telephone: 01825 890182. **Email:** framfield.pc@virgin.net.
Contact can be made between the hours of 9.30 am and 5 pm.

Compliance Procedure:

A request for information will be responded to within 20 working days. If there is any problem with the supply of any information the matter will be referred to the Chairman and Vice-Chairman. If the matter is still not solved then the subject will be addressed to a meeting of the full Parish Council. If compliance cannot be achieved SALC will be notified and ultimately referred to the Information Commissioner.

SCHEDULE OF CHARGES – NO CHARGES TO BE MADE OTHER THAN FOR A HARD COPY OF THE PARISH PLAN.