

FREEDOM OF INFORMATION PUBLICATION SCHEME FOR WHATLINGTON PARISH COUNCIL

Public authorities are under a duty under section 19 of the Freedom of Information act 2000 to adopt and maintain a publication scheme.

Whatlington Parish Council - c/o The Clerk Mrs V. Bennett MBE
Dormers
Whatlington
East Sussex TN33 ONB
Telephone 07923 408569

Council email – clerk@whatlingtonparishcouncil.com

The Clerk can be contacted by email, letter or by telephone Monday – Friday between 9am – 2pm

Council practice and procedures

Council Agendas and Minutes	Agendas are posted on the council's notice board and on council website, 3 clear working days before meetings Minutes can be inspected by appointment with the clerk and copies can be obtained at a charge of 15p per A.4 page
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The parish council's policies, procedures and financial information including the following are published on the council website –

Whatlingtonparishcouncil.com

Policies and Procedures

Standing Orders
Councillors Code of Conduct
Data Protection
Freedom of Information
Health and Safety policy
Chairman's report to Annual Parish Assembly

Financial

The Annual Precept Figure
Expenditure over £100.00
Annual Accounts and supporting information
Financial Regulations
Asset Register
Risk Assessment policy
Financial information is regularly reported in the council minutes

Acceptance of Office forms
Register of Councillors Interest
Vat Return

**All the above can be inspected by appointment with the clerk
Councillors Interest forms are on the council web site and can also be inspected
at Rother District Council, Town Hall, Bexhill on Sea.**

Planning

Individual planning applications and responses

Rother District Council Planning
Web site
District Council Offices
Bexhill on Sea, East Sussex
Council web site

Archive Material

Byelaws

Minute Books prior to 1st April 2005

Historic maps, photographs etc.

Can be inspected at the Archive
office in Falmer

Periodic Electoral Review

Documents on last Electoral Review

Documents listing last Boundary changes.

Can be inspected at the County
Archive office in Falmer

Employment of Clerk / RFO

Terms and conditions of employment

Job descriptions

Both can be inspected by
appointment with the clerk

Charging Policy

On Council web site or can be inspected by appointment with the clerk

Information that can be photocopied without breaching copyright laws can be copied
at a cost of 15p per A4 page

A detailed search of records is subject to a charge of £25 per hour

Review of Policy

This Policy was approved by Whatlington Parish Council at its meeting on Thursday
18th October 2018 and will be reviewed bi-annually.

Note – Under Data Protection Legislation, the Council is required to review the
information that it keeps and to destroy that which does not form part of its official
records. Residents wishing to inspect information are therefore requested to
telephone the Clerk to ensure that the information they require is still available.