

Information available from 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

Information to be published	How the information can be obtained	Cost Per A.4 sheet 15p
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contracts) Current information only</p> <p>Parish Council members and committees Chairman - Mr R.K. Fisher Vice Chairman - Mr T. Underhill Councillors - Mr A. Ratcliffe - Mrs J. Scott - Mr S. White</p> <p>Clerk - Mrs V. Bennett M.B.E No sub committees</p>	<p>The Councillors and clerks' details are available on the council web site and in the village directory</p>	<p>Directory Free to parishioners Otherwise, £1</p>
<p>Contact details for Parish Clerks and Councillors Parish Clerk - Mrs V. Bennett M.B.E. Dormers Whatlington East Sussex TN33 0NB</p> <p>The Chairman – Mr R.K. Fisher Woodmans Cottage Whatlington East Sussex TN33 0NN</p> <p>Vice Chairman- T. Underhill Millstream Cottage Whatlington East Sussex TN33 0ND</p>	<p>Can be contacted by letter, email clerk@whatlingtonparishcouncil.com or on 07923 408569 between the hours of 9am – 2pm</p> <p>By letter, email as above or on 01424 870691 between the hours of 10am – 2pm</p>	

Councillor	Mr A. Ratcliffe Oak View, Woodman's Green Road Whatlington East Sussex TN33 0NL		
Councillor	Mrs J. Scott Riccards, Riccards Lane Whatlington East Sussex TN33 0NG		
Councillor	S. White Hancox Whatlington East Sussex TN33 0NX		
Location of Office Whatlington Parish Council does not have an office all correspondence and dealings with the council are dealt with via the clerk's address		Mrs V. Bennett MBE Dormers Whatlington East Sussex TN33 0NB	
Staffing Structure The council only has one employee.		Mrs V. Bennett - Clerk and the council's Responsible Financial Officer The clerk reports to the Chairman and Councillors.	
Class 2 – What we spend and What we do (Financial information relating to projected and actual income and expenditure, procurement, contract and financial audit.) Current and previous financial year as a minimum			
The financial statement for the last financial year		Both available on the web site or from the Clerk	15p
Budget for the current year			
Annual return form and report by auditor		Available from the clerk	3 pages 45p
Finalised budget		Available on the web site or from the clerk	15p
Precept		In the January minutes on the web site Current year £7,100.00	15p
Borrowing Approval letter		No borrowing at present	
Financial Standing Orders and Regulations		Available from the website and clerk	45p
Grants given and received		In the March minutes on the web site and from the clerk	15p

<p>Class 2 continued List of current contracts awarded and value of contract At present - One contract- grass cutting, value for current year £540 Members allowances and expenses</p>	<p>Available from the clerk No allowances claimed Travelling expenses paid 40p per mile</p>	<p>15p</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspection and reviews)</p>		
<p>Parish Plan</p>	<p>On web site or from the clerk</p>	
<p>Annual Report to Parish Meeting</p>	<p>The latest Parish Assembly minutes On the web site or available from the clerk</p>	<p>5 pages 75p</p>
<p>Quality status</p>	<p>Not applying at present</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>No local charters</p>	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council minutes as a minimum</p>		
<p>Timetable of meetings</p>	<p>Council meets on the third Thursday of the months May, August, September, November, January and March. If required planning meeting held before main council meeting The date for the Annual Assembly is decided nearer the time</p>	
<p>Agendas of meetings (as above)</p>	<p>Posted 3 clear working days before the meeting on council and village hall's notice boards and website.</p>	
<p>Minutes of meetings (as above)</p>	<p>Current and previous years on the web site are available from the clerk</p>	<p>15p per A.4 3-4 sheets</p>

CLASS 4 CONTINUED Reports presented to council meetings-	Speed Watch	
Responses to consultation papers	Available from the clerk	15p per A.4 cost dependant on type of consultation
Responses to planning applications	Rother District Council planning web site On application to the clerk	15p
Bye-laws	Dogs-Control order available from the clerk	15p
Class 5 – Our policies and procedures (Policies and procedures for the provision of services and about the employment of staff, Complaint procedures (including those covering requests for information and operating the publicity scheme) Records management policies, destruction and archive. Current information only	On the web site or available from the clerk	
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-Financial Regulations Code of Conduct Accessibility Statement Policy statements Policies and procedures for the provision of services and about the employment of staff: Clerks contract of employment Internal policies relating to the delivery of services Charging Complaints Disability Discrimination Equality policy All General Data Protection Regulations Filming, Photography and Audio recording Freedom of Information and Publication Scheme Grant awarding Health and safety	No committees or sub committees	5 pages 75p 3 pages 45p 5 pages 75p 15p 15p 15p 15p 15p 3 pages 45p 2 pages 30p 15p

Internal Auditors Terms of Reference and Scope and Coverage Internal Financial control Planning Racial Equality Recruitment Retention of Documents and Records Risk Assessment and Management Policies and procedures for handling requests for information Tender for grass cutting	No policy at present for Recruitment	
Class 5 – Our policies and procedures		
Information security policy	On website or on application to the clerk	15p
Records management policies (records retention, destruction and archive)	On the website or on application to the clerk	30p
Data protection policies	On website or available from the Clerk	15p
Schedule of charges (for the publication of information)	On the web site or on application to the clerk	15p
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	On web site or on application to the clerk	15p
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 currently held by the council	
Register of members' interests	From Rother District Council or by application to the clerk	3 pages 45p
Register of gifts and hospitality	No register at present	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newspapers produced for the public and businesses) Current information only.		
Allotments	No allotments in the parish	
Burial grounds and closed churchyards	No responsibility for these	

village hall	Council are Custodian Trustees only	
Parks, playing fields and recreational facilities	None in the parish	
Seating, litter bins,	2 memorial seats one sited by the Royal Oak and the second by the Village Hall 1 refuse bin by the Royal Oak	
Bus shelters	Council own shelter by the Royal Oak	
Class 7 – The services we offer continued		
Public conveniences	None in the parish	
Agency agreements	No agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees	Providing photocopies at 15p per A.4 Colour 30p per A.4 sheet	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Bev Marks is our Ramblers Local Footpath Secretary		
Councillors Fisher and Scott are the council's representatives to the Rother Association of Parish and Town Councils		
Whatlington Parish Council are Custodian Trustees for Whatlington Village Hall		

Contact details:

Mrs V. Bennett M.B.E. Clerk / Responsible Financial Officer
Dormers
Whatlington East Sussex TN33 0NB 07923 408569
clerk@whatlingtonparishcouncil.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (black & white A4)	15p per A.4 sheet
	Postage	Current cost of Royal Mail standard 2 nd class