

**FREEDOM OF INFORMATION PUBLICATION SCHEME FOR
WHATLINGTON PARISH COUNCIL
REVIEWED AND APPROVED 17th OCTOBER 2019**

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

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.

page 2 of 2

Planning

Individual planning applications and responses	Rother District Council Planning Web site District Council Offices Bexhill on Sea, East Sussex
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Archive Material

Byelaws Minute Books prior to 1 st April 2015 Historic maps, photographs etc.	Can be inspected at the Archive office in Falmer
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Periodic Electoral Review

Documents on last Electoral Review Documents listing last Boundary changes.	Can be inspected at the County Archive office in Falmer
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Employment of Clerk / RFO

Terms and conditions of employment Job descriptions	Both can be inspected by appointment with the clerk
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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 17th October 2019 and will be reviewed two yearly.

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.