

# Wisborough Green Parish Council

## Publication Scheme

**The Freedom of Information Act:** The Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at <http://www.ico.gov.uk/>

**Publication Scheme:** The Act requires every public authority to adopt and maintain a publication scheme which is intended to provide a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise make available to the public. The Council's website contains a wealth of information so the Council would recommend visiting the website first ([www.wisboroughgreenpc.org](http://www.wisboroughgreenpc.org)) before making a request to the Parish Clerk.

**Freedom of Information Requests and the Publication Scheme:** It is important to note that this publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide in this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request. Please refer to the Council's Freedom of Information Requests Procedure for further information and note the charging schedule as detailed below.

**The Council's Commitment to the Act:** The Council is committed to openness and accountability and already makes large amounts of information available to the public through the website. Personal visits to view documents at the Village Hall can be made by prior appointment.

### Contact Details:

Website Address: [www.wisboroughgreenpc.org](http://www.wisboroughgreenpc.org)

Request for hard copies can be made to:

Mrs Louise Davies, Clerk  
Wisborough Green Parish Council  
PO Box 255  
Wisborough Green  
Billingshurst  
West Sussex RH14 0WT  
Email: [clerk@wisboroughgreenpc.org](mailto:clerk@wisboroughgreenpc.org)  
Tel: 01403 701102

## Information available from Wisborough Green Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website/Hard Copy	Free/10p per A4 sheet
Contact details for Parish Clerk and Council members	Website/Hard Copy	Free/10p per A4 sheet
Location of Council office and accessibility details	Website/Hard Copy	Free/10p per A4 sheet
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website/Hard Copy	Free/10p per A4 sheet
Finalised budget	Website/Hard Copy	10p per A4 sheet
Precept (Hard copy sent to every household with Council Tax demand)	Website/Hard Copy	10p per A4 sheet
Borrowing Approval letter	Hard Copy	10p per A4 sheet
Financial Regulations	Website/Hard copy	Free/10p per A4 sheet
Grants given and received	Hard Copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 sheet
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website/Hard Copy	Free/10p per A4 sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy	Free/10p per A4 sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard Copy	Free/10p per A4 sheet
Agendas of meetings (as above)	Website/Hard Copy	Free/10p per A4 sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	Free/10p per A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	10p per A4 sheet
Responses to planning applications	Hard Copy	10p per A4 sheet
Bye-laws	Notice board Hard Copy	Free £1.00
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities)		
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	Website/Hard Copy	Free/10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:  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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/Hard Copy	Free/10p per A4 sheet
Records management policies (records retention, destruction and archive)		

Data Protection Policies	Website/Hard Copy	Free/10p per A4 sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.		
Any publicly available register or list. NB: Some information may only be available for inspection only.	Hard copy	10p per A4 sheet
Assets Register	Website/Hard copy	Free/10p per A4 sheet
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)	N/A	
Register of members' interests	Website/Hard copy	Free/10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments – plans, standard tenancy agreements	Hard copy	10p per A4 sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	N/A	
Public conveniences	Hard copy	10p per A4 sheet
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Any other Additional Information</b>	Upon request by hard copy if available	10p per A4 sheet

## Schedule of Charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION AND BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white) Actual cost.
	Postage Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Freedom of Information Request</b>	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.