

Wadhurst Parish Council

Freedom of Information Act 2000

Wadhurst Parish Council are using the publication scheme template supplied by the Information Commissioner's Office (ICO).

Information available from Wadhurst Parish Council under the Freedom of Information Act model publication scheme.

Adopted by full council 2nd November 2023.

Review date: May 2024

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Wadhurst Parish Council Clerk: Claudine Feltham Responsible Financial Officer: Claudine Feltham Chair: Cllr Serena Gadd Vice Chair: Cllr Pat Smith Caretaker: Angus Newall	WEBSITE	
COMMITTEES: Highways, Lighting & Transport Finance & Resources Communications and Community Liaison Planning Amenities Cllrs: Cllr Serena Gadd (Chair) Cllr Pat Smith (Vice Chair) Cllr Claire Moore (Finance & Resources Committee Chair) Cllr Phil Moore (Highways, Lighting & Transport Committee Chair) Cllr Jamie Crawford (Amenities Committee Chair) Cllr David Shairp (Planning Committee Chair) Cllr James Edwards Cllr Malcolm Ramsden Cllr Andrea Tincombe	WEBSITE	
Postal address: Wadhurst Parish Council, The Pavilion, Sparrows Green Recreation Ground, South View Road, Wadhurst, East Sussex, TN5 6TW. Clerk's email: clerk@wadhurst-pc.gov.uk RFO's email: rfo@wadhurst-pc.gov.uk Chair's email: sgadd@wadhurst-pc.gov.uk Vice Chair's email: psmith@wadhurst-pc.gov.uk Planning Chair's email: dshairp@wadhurst-pc.gov.uk Highways Lighting and Transport Chair's email:	WEBSITE	

Wadhurst Parish Council

pmoore@wadhurst-pc.gov.uk Finance & Resources Chair's email: cmoore@wadhurst-pc.gov.uk Amenities Chair's email: jcrawford@wadhurst-pc.gov.uk		
Location of main Council office: Currently there isn't a parish council office – the Clerk and RFO work from home.		
Staffing structure: Clerk: Claudine Feltham RFO: Claudine Feltham Caretaker: Angus Newall		
Class 2 – What we spend and how we spend it Payment lists are produced on a monthly basis and added to the parish council website. Financial reports are usually produced on a monthly basis and added to the parish council website. End of year financial reports and audit documents are placed on the parish council website.	WEBSITE	
Statement of accounts and internal audit report in the format included in the Annual Return form	WEBSITE	
Finalised budget	HARD COPY	
Precept	HARD COPY	
Borrowing Approval letter	N/A	
All items of expenditure above £100	WEBSITE	
Financial Standing Orders and Regulations	WEBSITE	
Grants given and received. Will be noted in the minutes of the meeting where approved	Website	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
Class 3 – What our priorities are and how we are doing Updates, audits, inspections and reviews	WEBSITE	

Wadhurst Parish Council

Annual governance statement in format included in the Annual Return form	WEBSITE	
Parish Plan	N/A	
Annual Report to Parish or Community Meeting (minutes of this)	WEBSITE	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	
Class 4 – How we make decisions Decision are made at full council and committee meetings. There must be an agenda item for it to be considered, and the decision recorded on the minutes of that meeting. Agendas and minutes are available on the parish council website.	WEBSITE	
Timetable of meetings is published on the website (this is subject to change of dates as and when required)	WEBSITE	
Agendas of meetings – available on the parish council website	WEBSITE	
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	WEBSITE	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	WEBSITE	
Responses to consultation papers	HARD COPY	
Responses to planning applications	WEBSITE	
Bye-laws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for	WEBSITE	

Wadhurst Parish Council

delivering our services and responsibilities can be found on the parish council website		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee remit • Financial regulations • Code of Conduct 	website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>WEBSITE WEBSITE HARD COPY WEBSITE</p> <p>WEBSITE</p>	
Policies including: grants, code of conduct, planning protocol, data protection, standing orders, risk management, equal opportunities and many more are available on the parish council website.	WEBSITE	
<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)	
Assets register, including details of public land and building assets	WEBSITE	
Register of members' interests	WEBSITE	
Register of gifts and hospitality	WEBSITE (IF ANY)	
<p>Class 7 – The services we offer</p> <p>Information is shared to parishioners via the parish council website, social media and Focus Magazine</p>	WEBSITE FOCUS IS HARD COPY	
Allotments	ROUND OAK ALLOTMENT ASSOCIATION	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	WEBSITE	
Parks, playing fields and recreational facilities	WEBSITE	
Seating, litter bins, memorials and lighting (ASSET REGISTER)	WEBSITE	
Bus shelters (ASSET REGISTER)	WEBSITE	

Wadhurst Parish Council

Markets	N/A	
Public conveniences The parish council provide public conveniences at the Commemoration Hall	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above	NONE	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15 p per sheet (colour)	Actual cost
	Postage (CORRECT AS OF OCTOBER 2023) £1.25 FIRST CLASS 75 PENCE SECOND CLASS	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred