PLAISTOW AND IFOLD PARISH COUNCIL

INFORMATION AVAILABLE
UNDER THE MODEL PUBLICATION SCHEME

FREEDOM OF INFORMATION ACT 2000

November 2008

CLASS 1 - WHO WE ARE AND WHAT WE DO Who's who on the Council and its Committees Web Site Hard Copy Contact Details for the Parish Clerk and Council Members Location of main Council office and accessibility details Parish Not Web Site Hard Copy Rota Staffing structure CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT Annual Return Form and Report by Auditor Web Site Hard Copy Finalised Budget Web Site Hard Copy Finalised Budget Web Site Hard Copy Precept Web Site Hard Copy Borrowing Approval Letter (if applicable) Financial Standing Orders and Regulations Hard Copy Grants given and received List of current contracts awarded and value of contract Hard Copy Members' Allowances and Expenses CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Parish Plan (current and previous year as a minimum) Hard Copy Annual Report to Parish Meeting (current and previous year as a minimum) Local Charters drawn up in accordance with DCLG guidelines CLASS 4 - HOW WE MAKE DECISIONS Timetable of meetings (as above) Minutes of meetings (as above) Mote — this will exclude information that is properly regarded as private to the meeting Reports presented to Council meetings Reports presented to Council meetings Reports presented to Council meetings Responses to Consultation Papers Responses to Planning Applications Parish Not Web Site Hard Copy Chichester Policies and Procedures for the conduct of Council business —	ice Boards - contact Parish Clerk	
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Committee and Sub-Committee Terms of Reference	/ – contact Parish Clerk	5p per A4 copy
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Code of Conduct Web Site		Free
	/ - contact Parish Clerk	5p per A4 copy
Policy Statements Web Site	CONTACT ANSITORIK	Free
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Policies and Procedures for the provision of services and about		
the employment of staff –		
Internal Policies relating to the delivery of services	Web Site	Free
internal Follows relating to the delivery of services	Hard Copy – contact Parish Clerk	5p per A4 copy
Equality and Diversity Policy	Hard Copy – contact Parish Clerk	5p per A4 copy
Health and Safety Policy	Not Applicable	Not Applicable
Recruitment Policy	Hard Copy – contact Parish Clerk	5p per A4 copy
Policies and requests for handling requests for information	Web site	Free
Complaints Procedures (including those covering requests for	Hard copy – contact Parish Clerk	5p per A4 copy
information and operating the Publication Scheme)	Web Site	Free
,	Hard Copy – contact Parish Clerk	5p per A4 copy
Policies and Procedures for the provision of services and about		
the employment of staff – contd.		
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Information Security Policy	Web Site	Free
	Hard Copy – contact Parish Clerk	5p per A4 copy
Records Management Policy (records retention, destruction and	Web Site	Free
archive)	Hard Copy – contact Parish Clerk	5p per A4 copy
Data Protection Policy	Web Site	Free
	Hard Copy – contact Parish Clerk	5p per A4 copy
Och colubert Ohanna (for the mobile time of information)	_\-\\\\\\\\\\\\\\\\\\\\\\\\\	-
Schedule of Charges (for the publication of information)	Web site	Free
CLASS 6 - LISTS AND REGISTERS	Hard copy – contact Parish Clerk	5p per A4 copy
Any publicly available register or list	Not applicable	Not applicable
Assets Register	Web Site	Free
	Hard Copy – contact Parish Clerk	5p per A4 copy
Disclosure Log (indicating the information that has been provided	Hard Copy – contact Parish Clerk	5p per A4 copy
in response to requests; recommended as good practice but may		
but be held by Parish Councils	Hand Oans and at Dariel Olark	
Register of Members' Interests	Hard Copy – contact Parish Clerk	5p per A4 copy
Register of Gifts and Hospitality CLASS 7 - THE SERVICES WE OFFER	Hard Copy – contact Parish Clerk	5p per A4 copy
Allotments	No Applicable	Not applicable
Burial Grounds and Closed Churchyards	Not Applicable	Not Applicable
Community Centres and Village Halls	Hard Copy – contact Parish Clerk	5p per A4 copy
Parks, Playing Fields and Recreational Facilities	Hard Copy – contact Parish Clerk	5p per A4 copy
Seating, Litter Bins, Clocks, Memorials and Lighting	Hard Copy – contact Parish Clerk	5p per A4 copy
Bus Shelters	Hard Copy – contact Parish Clerk	5p per A4 copy
Markets	Not Applicable	Not Applicable
Public Conveniences	Not Applicable	Not Applicable
Agency Agreements	Not Applicable	Not Applicable
Parish Newsletter – Parish UpDate – and Community Directory	Hard Copy – contact Parish Clerk	5p per A4 copy
A summary of services for which the Parish Council is entitled to	Hard Copy – contact Parish Clerk	5p per A4 copy
recover a fee, together with those fees		

Please note **in addition** to the above individual costs there is a standard administration fee of £50 due **before** any works commence on FOI Act requests to cover our Administration costs.

This fee covers administration of up to 4 hours of the Clerks time.

Should your request exceed 4 hours of the Clerks time you will be charged at the current hourly rate for the Clerk – confirmed at the time.

at the time.	
	ve information and agree to pay the Administration fee of £50 (payable to commences on your request. This form must be returned to the Parish Clerk.
Signed:`	Date:
Print name:	