

# **PLAISTOW AND IFOLD PARISH COUNCIL**

**INFORMATION AVAILABLE  
UNDER THE MODEL PUBLICATION SCHEME**

**FREEDOM OF INFORMATION ACT 2000**

**November 2008**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b>		
Who's who on the Council and its Committees	Parish Notice Boards Web Site Hard Copy – contact Parish Clerk	Free Free 5p per A4 copy
Contact Details for the Parish Clerk and Council Members	Parish Notice Boards Web Site Hard Copy – contact Parish Clerk	Free Free 5p per A4 copy
Location of main Council office and accessibility details	Parish Notice Boards Web Site Hard Copy – contact Parish Clerk	Free Free 5p per A4 copy
<i>Staffing structure</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<b>CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT</b>		
Annual Return Form and Report by Auditor	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Finalised Budget	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Precept	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Borrowing Approval Letter (if applicable)	Hard Copy – contact Parish Clerk	5p per A4 copy
Financial Standing Orders and Regulations	Hard Copy – contact Parish Clerk	5p per A4 copy
Grants given and received	Hard Copy	5p per A4 copy
List of current contracts awarded and value of contract	Hard Copy – contact Parish Clerk	5p per copy
Members' Allowances and Expenses	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
<b>CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Parish Plan (current and previous year as a minimum)	Web Site Hard Copy – contact Parish Clerk	Free 5p per sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Web Site Hard Copy – contact Parish Clerk	Free 5p per sheet
Quality Status	Hard Copy – contact Parish Clerk	5p per sheet
<i>Local Charters drawn up in accordance with DCLG guidelines</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<b>CLASS 4 - HOW WE MAKE DECISIONS</b>		
Timetable of meetings (Council, Committee and Parish meetings)	Parish Notice Boards Web Site Hard Copy – contact Parish Clerk	Free Free 5p per sheet
Agendas of meetings (as above)	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Minutes of meetings (as above) <b>Note</b> – this will exclude information that is properly regarded as private to the meeting	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Reports presented to Council meetings <b>Note</b> – this will exclude information that is properly regarded as private to the meeting	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Responses to Consultation Papers	Hard Copy – contact Parish Clerk	5p per A4 copy
Responses to Planning Applications	Hard Copy – contact Parish Clerk Chichester District Council Web Site	5p per A4 copy Free
<i>Bye Laws</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<b>CLASS 5 - OUR POLICIES AND PROCEDURES</b>		
Policies and Procedures for the conduct of Council business – Procedural Standing Orders – including Committee and Sub-Committee Terms of Reference Delegated Authority in respect of officers Code of Conduct	Hard Copy – contact Parish Clerk  Web Site Hard Copy – contact Parish Clerk	5p per A4 copy  Free 5p per A4 copy
Policy Statements	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy

Policies and Procedures for the provision of services and about the employment of staff – Internal Policies relating to the delivery of services	Web Site Hard Copy – contact Parish Clerk Hard Copy – contact Parish Clerk <i>Not Applicable</i> Hard Copy – contact Parish Clerk Web site Hard copy – contact Parish Clerk Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy 5p per A4 copy <i>Not Applicable</i> 5p per A4 copy Free 5p per A4 copy Free 5p per A4 copy
Policies and Procedures for the provision of services and about the employment of staff – contd.		
Information Security Policy	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Records Management Policy (records retention, destruction and archive)	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Data Protection Policy	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Schedule of Charges (for the publication of information)	Web site Hard copy – contact Parish Clerk	Free 5p per A4 copy
<b>CLASS 6 - LISTS AND REGISTERS</b>		
<i>Any publicly available register or list</i>	<i>Not applicable</i>	<i>Not applicable</i>
Assets Register	Web Site Hard Copy – contact Parish Clerk	Free 5p per A4 copy
Disclosure Log (indicating the information that has been provided in response to requests; recommended as good practice but may but be held by Parish Councils)	Hard Copy – contact Parish Clerk	5p per A4 copy
Register of Members' Interests	Hard Copy – contact Parish Clerk	5p per A4 copy
Register of Gifts and Hospitality	Hard Copy – contact Parish Clerk	5p per A4 copy
<b>CLASS 7 - THE SERVICES WE OFFER</b>		
<i>Allotments</i>	<i>No Applicable</i>	<i>Not applicable</i>
<i>Burial Grounds and Closed Churchyards</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
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
<i>Markets</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<i>Public Conveniences</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
<i>Agency Agreements</i>	<i>Not Applicable</i>	<i>Not Applicable</i>
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 recover a fee, together with those fees	Hard Copy – contact Parish Clerk	5p per A4 copy

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.

By signing this document you agree to the above information and agree to pay the Administration fee of £50 (payable to Plaistow and Ifold Parish Council) before work commences on your request. This form must be returned to the Parish Clerk.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_