



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Publication Scheme

Reviewed: 31st October 2022 (minute reference: 2225/155b)

1. Introduction

The Freedom of Information 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 www.ico.gov.uk.

2. Information available

The following information is available from West Hoathly Parish Council under the model publication scheme. The classes of information will not generally include: -

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who are the Parish Councillors	Website Village Hall Noticeboard Hardcopy	Free Free 10p per sheet
Membership of Committees	Website Village Hall Noticeboard Hardcopy	Free Free 10p per sheet
Contact Details for Parish Clerk & Council members	Website Village Hall notice board Hardcopy	Free Free 10p per sheet
Location of main council offices and accessibility details	Website	Free

Information to be published	How the information can be obtained	Cost
Staffing structure	Hardcopy	10p per sheet
Class 2 – What we spend and how we spend it		
Annual Return & Report from Auditor	Website Village Hall Noticeboard Hardcopy	Free Free 10p per sheet
Finalised Budget	Website Hardcopy	Free 10p per sheet
Precept	Website Hardcopy	Free 10p per sheet
Borrowing Approval Letter	Hardcopy	
Financial Standing Orders and Regulations	Website Hardcopy	Free 10p per sheet
Grants given and received	Hardcopy	10p per sheet
List of current contracts awarded and value of contract	Hardcopy	10p per sheet
Members' allowances & expenses	Not applicable	
Class 3 – What are our priorities and how are we doing		
Neighbourhood Plan	Website Hardcopy	Free 10p per sheet
Annual report to Parish Meeting	Website Hardcopy	Free 10p per sheet
Quality Status	Not applicable	
Local charters	Not applicable	
Class 4 – How we make decisions		
Timetable of meetings	Website Village Hall noticeboard Hardcopy	Free 10p per sheet
Agendas of meetings	Website Noticeboard Hardcopy	Free Free 10p per sheet
Minutes of meetings	Website Hardcopy	Free 10p per sheet
Reports presented to council meetings	Website Hardcopy	Free 10p per sheet

Information to be published	How the information can be obtained	Cost
Responses to Consultation papers	Hardcopy	10p per sheet
Responses to Planning applications	MSDC Planning Portal /MSDC website Hardcopy	Free 10p per sheet
Bye-laws	Hardcopy	
Class 5 - Policies & procedures		
For the conduct of council business:		
Procedural standing orders	Website Hardcopy	Free 10p per sheet
Committee & sub-committee terms of reference	Website Hardcopy	Free 10p per sheet
Delegated authority in respect of officers	Website Hardcopy	Free 10p per sheet
Code of conduct	Website Hardcopy	Free 10p per sheet
Policy statements	Website Hardcopy	Free 10p per sheet
For the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not applicable	
Equality & diversity policy	Website Hardcopy	Free 10p per sheet
Health & safety policy	Website Hardcopy	Free 10p per sheet
Recruitment policies	Hardcopy	Free
Policies & procedures for handling requests for information	Website Hardcopy	Free 10p per sheet
Complaints procedures	Website Hardcopy	Free 10p per sheet
Information security policy	Hardcopy	10p per sheet
Records management policy (retention, destruction & archive)	Website Hardcopy	Free 10p per sheet
Data protection policy	Website Hardcopy	Free 10p per sheet

Information to be published	How the information can be obtained	Cost
Schedule of charges (for the publication of information)	Website Hardcopy	Free 10p per sheet
Class 6 – Lists & Registers		
Any publicly available register or list	Hardcopy	10p per sheet
Assets Register	Website Hardcopy	Free 10p per sheet
Disclosure log	Hardcopy	10p per sheet
Register of members interests	Website Hardcopy	Free 10p per sheet
Register of gifts & hospitality	Hardcopy	10p per sheet
Class 7 – Services we offer		
Allotments	Hardcopy	10p per sheet
Burial grounds & closed churchyards	Not applicable	
Community centres & Village Halls	Hardcopy	10p per sheet
Parks, playing fields & recreational facilities	Hardcopy	10p per sheet
Seating, litter bins, clocks, memorials & lighting	Hardcopy	10p per sheet
Bus shelters	Hardcopy	10p per sheet
Markets		
Public conveniences	Hardcopy	10p per sheet
Agency Agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee	Hardcopy	10p per sheet
Additional Information	None	

3. Contact Details

Parish Clerk:

Mrs Leanne Andrews

Parish Office
North Lane
West Hoathly
RH19 4QG

Telephone: 01342 811301

Website: www.westhoathly.gov.uk

4. Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10 per sheet (black & white)	Cost for photocopying
	Postage	Actual cost of Royal Mail standard 2 nd Class
Costs for time (if exceeds 18 hours)	If a long or complex request is made	£450

5. COMPLAINTS PROCEDURE

The Council would normally expect the Clerk or a named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk or named officer. If the information is not available, you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the Clerk (details as above) or visit the page on the Website.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further. They can be contacted at:

Postal address: The Information Commissioner's Office
 Wycliffe House,
 Water Lane Wilmslow,
 Cheshire
 SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113