

## Information available from Crowhurst Parish Council under the Freedom of Information Act model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts) Current information only</p>		
Who's who on the Council	Website (www.crowhurstpc.co.uk) Parish Council Notice Board Hard copy – contact the Clerk Email attachment – contact the Clerk	20p per sheet Free
Contact details for Parish Clerk and Council members	Website (www.crowhurstpc.co.uk) Parish Council Notice Board Hard copy – contact the Clerk Email attachment – contact the Clerk	20p per sheet Free
Staffing structure	Hard copy	20p
<p><b>Class 2 – What we spend and how we spend it</b></p>		

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Notice board Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Finalised budget	Website Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Precept	Website Hard copy – contact the clerk	20p per sheet
Grants given and received	Website Hard copy – contact the clerk	20p per sheet
All items of expenditure above £500	Website Hard copy – contact the clerk	20p per sheet
Financial Standing Orders and Regulations	Website Hard copy – contact the clerk	20p per sheet
Members' allowances and expenses	Hard copy – contact the clerk	20p per sheet

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Annual governance statement in format included in the Annual Return form</p>	<p>Website Hard copy – contact the clerk</p>	<p>20p per sheet</p>
<p>Parish Plan</p>	<p>Under development</p>	
<p>Annual Report to Parish or Community Meeting</p>	<p>Hard copy – contact the clerk</p>	<p>20p per sheet</p>
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings</p>	<p>Website Hard copy – contact the clerk</p>	<p>20p per sheet</p>

	Email attachment – contact the clerk	Free
Agendas of meetings (as above)	Website Notice board Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	Website Notice board Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Website Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Responses to consultation papers	Hard copy – contact the clerk	20p per sheet
Responses to planning applications	Website Notice board Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Public Spaces Protection Orders	Website (Rother District Council) Email – contact the clerk	Free
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
Procedural standing orders	Website Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Financial Regulations	Website Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Code of conduct	Website Hard copy – contact the clerk	20p per sheet
Freedom of Information	Website Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Complaints procedure	Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Neighbourhood Plan and Design Guide	Website Inspection of hard copy – contact the clerk	
Dark Skies Policy	Website Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.		
Assets register	Hard copy – contact the clerk Email attachment – contact the clerk	20p per sheet Free
Register of members' interests	Website	

	By inspection – contact the clerk	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Recreation Ground, Playground and MUGA	<p>Website</p> <p>Hard copy – contact the clerk</p> <p>By inspection – contact the clerk</p>	20p per sheet
Village Hall Pavilion	<p>Website</p> <p>Hard copy – contact the clerk</p> <p>By inspection – contact the clerk</p>	20p per sheet
Land on which Youth Club stands	By inspection – contact the clerk	
Millenium Garden	By inspection – contact the clerk	
Telephone box housing defib	By inspection – contact the clerk	

## Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred