



# RUDGWICK PARISH COUNCIL FREEDOM OF INFORMATION PUBLICATION SCHEME

<b>Date Adopted</b>	<b>Minute Number</b>	<b>Review Date</b>
13 May 2019	022-19/20	May 2020
9 September 2019	FC107-19/20	May 2020
August 2020	FC106-19/20	May 2021

*Clerk, Rudgwick Parish Council, Rudgwick Parish Office,  
Rudgwick Hall, Bucks Green, Rudgwick, West Sussex RH12 3JJ*

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Information available from Rudgwick Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
	Hard Copy	Website
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	✓	✓
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	✓	
Location of main Council office and accessibility details	✓	✓
Staffing structure	✓	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to 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	✓	✓
Finalised budget	✓	✓
Precept	✓	✓
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	✓	✓
Grants given and received	✓	✓
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (Current)	✓	✓
Quality Status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓	✓
Agendas of meetings (as above)	✓	✓
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	✓	✓
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	✓	✓
Responses to consultation papers	✓	
Responses to planning applications	✓	HDC website
Bye-laws	n/a	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	✓	✓
Committee and working groups terms of reference	✓	✓
Delegated authority in respect of officers	n/a	
Code of Conduct	✓	✓
Policy statements	✓	✓
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	✓	✓
Health and Safety policy	✓	✓
Recruitment policies (including current vacancies)	✓	✓
Policies and procedures for handling requests for information	✓	✓
Complaints procedures (including those covering requests for information and operating the publication scheme)	✓	✓
Information security policy	✓	✓
Records management policies (records retention, destruction and archive)	✓	✓
Data protection policies	✓	✓
Schedule of charges (for the publication of information)	✓	✓
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	✓	✓
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	✓	✓
Register of gifts and hospitality	✓	✓
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only (hard copy or website; some information may only be available by inspection)		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	✓	✓
Parks, playing fields and recreational facilities	✓	✓
Seating, litter bins, clocks, memorials and lighting	✓	✓
Bus shelters	✓	✓
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Contact details: The Clerk, Rudgwick Parish Council, Parish Office, Rudgwick Hall, Bucks Green, Rudgwick, West Sussex RH12 3JJ  
Telephone 01403 822678/07788287091

E-mail [clerk@rudgwickpc.co.uk](mailto:clerk@rudgwickpc.co.uk)

Horsham District Council website:

[www.horsham.gov.uk](http://www.horsham.gov.uk)

### Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE/TIME SPENT
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost*
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Time limit</b>	Time spent on collating the information requested:8 hrs	This is 20% of Parish Office Staff weekly working hours and deemed to be reasonable (in consultation with Surrey and Sussex Association of Local Councils).
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority