

## Information available from Heathfield and Waldron Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard copy or website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or website	Free
Location of main Council office and accessibility details	Hard copy or website	Free
Staffing structure	Hard copy or website	
<p><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)</p> <p>Current and previous financial year as a minimum</p>		

Annual return form and report by auditor	Hard copy	See schedule
Finalised budget	Hard copy	Free
Precept	Hard copy	Free
Borrowing Approval letter	Not applicable as at 13/01/09	
Financial Standing Orders and Regulations	Hard copy or website	See schedule of charges
Grants given and received	Hard copy	See schedule
List of current contracts awarded and value of contract	Hard copy	See schedule
Members' allowances and expenses	Not payable in 2009/2010 financial year	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or website	Free
Quality status	Hard copy	See schedule
Local charters drawn up in accordance with DCLG guidelines	None at present	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website	Free
Agendas of meetings (as above)	Hard copy or website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	See schedule
Responses to consultation papers	Hard copy	See schedule
Responses to planning applications	Hard copy or website (contained within HPS Minutes)	Free
Bye-laws	None at present	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	Hard copy	See schedule

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services 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)	Hard copy	See schedule
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy	Free
Data protection policies	Hard copy	See schedule
Schedule of charges (for the publication of information)	Hard copy or website	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None at present	
Assets Register	Hard copy or website	Free

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)	None at present	
Register of members' interests	Hard copy	See schedule
Register of gifts and hospitality	Hard copy	See schedule
<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	Hard copy	See schedule
Burial grounds and closed churchyards	Registers are available for inspection – current fee upon request	
Community centres and village halls	Website or hard copy (in Town Guide)	Free
Parks, playing fields and recreational facilities	Hard copy	See schedule
Seating, litter bins, clocks, memorials and lighting	Hard copy or website	See schedule
Bus shelters	Hard copy or website	See schedule
Markets	N/A	
Public conveniences	Hard copy	See schedule

Agency agreements	None at present	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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## 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 up to 10 sheets of paper – Free Then 10p per sheet (black & white)	Actual cost *
	Postage up to 60g free then Actual cost	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Website</b>	All information listed as being available on the website can be downloaded free of charge	
<b>Statutory Fee</b>		In accordance with the relevant legislation (Freedom of Information Act)

\* the actual cost incurred by the public authority