

**Information available from Heathfield and Waldron Parish Council under the Freedom of Information Act - publication scheme**

**Updated May 2023**

<b><i>Information to be published</i></b>	How the information can be obtained
<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> <p>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</p> <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> <p>Annual return form and report by auditor</p>	<p>Hard copy and website            Hard copy and website            Hard copy and website            Hard copy and website</p> <p>Website and hard copy</p>

Finalised budget	Website and hard copy
Precept	Website and hard copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received	Website and hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
<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 and previous year as a minimum)	Hard copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and website
Local charters drawn up in accordance with DCLG guidelines	None at present
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website

<p>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</p> <p>Bye-laws</p>	<p>Hard copy and website</p> <p>Hard copy  Hard copy and website (contained within PH Minutes)  None at present</p>
<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> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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</p>	<p>Website and hard copy</p> <p>Hard copy</p> <p>Hard copy &amp; Website</p>

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy & Website
Information security policy	N/A
Records management policies (Data Retention policy)	Hard copy & website
Data protection and privacy policies	Hard copy & website
Schedule of charges (for the publication of information)	Hard copy & website
<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)	None at present
Assets Register	Hard copy & website
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)	Hard copy
Register of members' interests	Hard copy & website
Register of gifts and hospitality	Hard copy
<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	
Allotments	Hard copy & website
Burial grounds and closed churchyards	Hard copy & website

Community centres and village halls	Website & hard copy (in Town Guide)
Parks, playing fields and recreational facilities	Hard copy & website
Seating, litter bins, clocks, memorials and lighting	Hard copy & website
Bus shelters	Hard copy & website
Markets	N/A
Public conveniences	N/A
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

**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><i>TYPE OF CHARGE</i></b>	<b><i>DESCRIPTION</i></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 *
<b>Website</b>	Postage up to 60g free then Actual cost All information listed as being available on the website can be downloaded free of charge	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act)

\* the actual cost incurred by the public authority