

RODMELL PARISH COUNCIL

INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 – WHO WE ARE and WHAT WE DO (Organisational information, structures, locations, contacts). Current information only		
Who's who on the Council	Parish Council page of village website www.rod mell.net Village notice boards	Free Free
Contact details for Parish Clerk and Council members	www.rod mell.net Village notice boards	Free Free
Staffing structure	n/a – one employee only	
CLASS 2 – WHAT WE SPEND and HOW WE SPEND IT (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor – current and previous financial year	Hard copy	10p per sheet*
Current and previous financial year Audit	www.rod mell.net Hard copy	Free 10p per sheet*
Finalised budget – limited to last financial year	Hard copy	10p per sheet*
Precept request -limited to last financial year	Email Hard copy	Free 10p per sheet*
VAT records – limited to last financial year	Available for inspection by appointment, notes may be taken	Free
Financial standing orders and regulations -current	Email Hard copy	Free 10p per sheet*
Members' allowances and expenses	None claimed at present	
Receipt and payments books, bank reconciliation and bank statements – limited to last financial year	Available for inspection by appointment, notes may be taken	Free
Grants given and received -current and previous financial year	Email Hard Copy	Free 10p per sheet*
List of current contracts awarded and value of contract	Email Hard copy	Free 10p per sheet*

CLASS 3 -WHAT OUR PRIORITIES ARE and HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)		
Council's annual report to Parish Meeting – current and previous year	Email/ www.rodmeil.net Hard copy	Free 10p per sheet*
CLASS 4 – HOW WE MAKE OUR DECISIONS (Decision making processes and records of decisions)		
Timetable of meetings- current year	www.rodmeil.net Hard copy	Free 10p per sheet*
Agendas of meetings- current and previous Council year	Email/ www.rodmeil.net Hard copy	Free 10p per sheet*
Minutes of meetings -current and previous Council Year (nb this will exclude information that is properly regarded as private to the meeting)	Email/ www.rodmeil.net Hard copy	Free 10p per sheet*
Reports Presented to Council Meetings (nb this will exclude information that is properly regarded as private to the meeting)	Email Hard copy	Free 10p per sheet*
Responses made by Council to consultation papers	Usually in minutes Email/ www.rodmeil.net Hard copy	Free 10p per sheet*
Responses to Planning Applications (last two years)	Email Hard copy	Free 10p per sheet*
Bye laws – there are no local bye laws specific to this Parish		
CLASS 5 – OUR POLICIES and PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Procedural standing orders	Email Hard copy	Free 10p per sheet*
Committee and sub-committee terms of reference	No Committees operate at present	
Code of Conduct	www.lewes.gov.uk Hard copy	Free 10p per sheet*
Members' Declaration of Acceptance of Office	Hard copy	10p per sheet*
Complaints Procedure	www.rodmeil.net	Free

	Email Hard copy	Free 10p per sheet*
CLASS SIX – LISTS and REGISTERS		
Assets register	Email Hard copy	Free 10p per sheet*
Register of members' interest	Hard copy	10p per sheet*

CLASS SEVEN – THE SERVICES WE OFFER	Any information held is available for inspection by appointment, notes may be taken	Free
Allotments		
Cricket Pavilion and Sports Field		
Playground adjacent to school		
The Dicklands		
Seating, litter bins, notice boards		
Bus Shelters		

Exclusions

Employment practice and procedure

'Personal records' i.e. appraisals, employee specific salary details, disciplinary records etc. by virtue of being personal data under the Data Protection Act 1998

Planning documents

Copies of planning consultations, The Development Plan, Structure Plan, Local Plan, Waste and Mineral Plan and Rights of Way/Footpaths maps ...all are obtainable from the local planning &/or Highway Authority

Audit and Accounts

All commercially sensitive information e.g. quotations and tenders is treated as confidential to ensure that the whole tender process is fair

Allotments

Individual tenancy agreements and rent payment records both under privacy and data protection laws.

Contact details: -

Mr Derek Blackhall, Clerk to Rodmell Parish Council
 22 Kymer Gardens, Keymer, Hassocks, West Sussex, BN6 8QZ
 07787 155506
rodmellparishclerk@btinternet.com

Schedule of charges: -

Type of charge	Description	Basis
Disbursement of costs	Photocopying at 10p per sheet (black and white only)	Actual cost incurred
	Postage	Actual cost of Royal Mail postage, 2 nd class Items marked *