

# Warbleton Parish Council

<https://warbletonparishcouncil.gov.uk>

## Information available from Warbleton Parish Council under the model Freedom of Information Publication Scheme

This guidance/template gives examples of the kinds of information that we [ICO] would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme. We [ICO] would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

### Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Cost of materials and Clerk time.
	Photocopying @ £1 per sheet (colour)	Cost of materials and Clerk time.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b>	
Who's who on the council	Hard copy – contact Clerk Website
Contact details for parish clerk and council members	Hard copy – contact Clerk Website
Location of main council office and accessibility details	Hard copy – contact Clerk Website
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Hard copy – contact Clerk Website

Finalised budget	Hard copy – contact Clerk Website
Precept	Hard copy – contact Clerk Website
Financial Regulations	Hard copy – contact Clerk Website
Monthly financial reports	Hard copy – contact Clerk Website
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual report to parish or community meeting	Hard copy – contact Clerk Website
<b>Class 4 – How we make decisions</b>	
Timetable of meetings (council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk Website
Agendas of meetings (as above)	Hard copy – contact Clerk Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website
Responses to planning applications	Hard copy – contact Clerk Website
<b>Class 5 – Our policies and procedures</b>	
Standing Orders Financial Regulations Code of Conduct Complaints Procedure Council Structure Council Year Employers Liability Insurance Certificate Freedom of Information Publication Scheme Health & safety Policy ICO Certificate and ICO Model Publication Scheme IT Policy Information Management Policy Managing Trees and Hedgerows Media & Communications Policy Online Banking Policy Processing Planning Applications Policy Recording of Public Meetings Remote Meetings Reserves Policy Risk Assessment Homeworking Risk Register Staffing Committee Terms of Reference Scheme of Delegation Social Media Policy	Hard copy – contact Clerk Website

<b>Class 6 – Lists and Registers</b>	
Assets & responsibilities register	Hard Copy– Contact Clerk Website
Register of members’ interests	Hard Copy– Contact Clerk Wealden District Council Website
<b>Class 7 – The services we offer</b>	
Rushlake Village Green and other green spaces	Hard copy– Contact Clerk Website
Seating, dog bins, clock	Hard copy – Contact Clerk Website

**Contact details:** Clerk  
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Adopted at Warbleton Parish Council Meeting dated:23 April 2026