



Publication Scheme

Adopted at the Full Council Meeting held on 18th May 2023

This page documents all the information that is available to you from Northiam Parish Council under the Freedom of Information publication scheme. You can find this information on <https://northiamparishcouncil.org/>. Our publication scheme offers the following information.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	All available information is available by contacting the Parish Clerk.	
Who's who on the Council and its Committees	Hard Copy, Email	25p
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	All available information is available by contacting the Parish Clerk.	
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) Current and previous financial year as a minimum	Hard Copy and E-mail (for electronically available documents) and website.	25p
Annual return form and report by auditor	Hard Copy and E-mail (for electronically available documents) and website.	25p

Finalised budget	Website	
Precept	Hard Copy, Email	25p
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy and Email	25p
List of current contracts awarded and value of contract	Hard Copy and Email	25p
Members' allowances and expenses	Hard Copy and Email	25p
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard Copy and Email	25p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and Email	25p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy, Email and Website	25p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy, Email and Website	25p
Agendas of meetings (as above)	Hard Copy, Email and Website	25p
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy, Email and Website	25p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email and Website	25p
Responses to consultation papers	Hard Copy and Email	25p
Responses to planning applications	Hard Copy and Email	25p
Bye-laws	Hard Copy and Email	25p
Class 5 – Our policies and procedures (Current written protocols, policies and	Hard Copy, Email and Website	25p

procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy, Email and Website	25p
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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 and Email	25p
Information security policy	Hard Copy, Email and Website	25p
Records management policies (records retention, destruction and archive)	Hard Copy and Email	25p
Data protection policies	Hard Copy, Email and Website	25p
Schedule of charges (for the publication of information)	Hard Copy, Email and Website	25p
Class 6 – Lists and Registers 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)	Rother District Council	
Assets register	Hard Copy and Email	25p
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)		

Register of members' interests	Hard Copy, Email and Website	25p
Register of gifts and hospitality	Hard Copy and Email	25p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Parks, playing fields and recreational facilities	Hard Copy and Email	25p
Seating, litter bins, clocks, memorials and lighting	Hard Copy and Email	25p
Bus shelters	Hard Copy and Email	25p

Our offices

You can get directions to find us here <https://northiamparishcouncil.org/>

Northiam Parish Council
Parish Office
Main Street
Northiam, Rye
TN31 6LP

Email: clerk@northiamvillage.co.uk