

## Freedom of Information

The Parish Council has agreed that all requests under the Freedom of Information Act will be reported to the next Council meeting. The Freedom of Information Act requires that requests made under this legislation must be responded to within 20 working days.

### **Freedom of Information Act 2000: Publication list & classes of information**

(As updated following Amendment no. 3 for a 'Model Publication Scheme', 13.11.08.)

Rottingdean Parish Council has adopted the Model Publication Scheme - as below for the needs of this Council - of the Freedom of Information Act 2000.

RPC has agreed to regularly publish updated information in accordance with that Scheme:-

#### **1. Who we are and what we do**

- Members' and Clerk's contact details
- Members' specific responsibilities and leadership roles
- Members representing the Parish Council on external bodies

#### **2. What we spend and how we spend it**

- Current and previous years' financial records
- Annual Return Form and Report by the Auditor
- Finalised budget
- Precept documents
- Financial Regulations
- Grants given and received
- List of current contracts awarded and the value of the contracts
- Members' allowances and expenses

#### **3. What our priorities are and how are we doing**

- Vision Statement or Mission Statement
- Chairman's Annual Report to the Annual Parish Meeting
- Published Annual Reports in the Newsletter
- A Neighbourhood Plan, or the latest draft version thereof
- Current major project schedule and costings
- Beacon Hill Nature Reserve: (current) Management Plan

#### **4. How we make decisions**

- Timetable or calendar of meetings
- Agendas of meetings
- Minutes of meetings
- Reports presented to meetings
- Responses to consultation papers
- Responses to Planning Applications

**5. Lists and registers**

Register of members' interests  
Register of gifts and hospitality  
Register of assets

**6. Our policies and procedures**

Parish Council Vision or Mission Statement  
Standing Orders  
Members' code of conduct  
Grant Awarding Policies and Procedures  
Beacon Hill Local Nature Reserve Report  
Job description and person specification for the Clerk  
This policy and any other policies formally adopted in future

**7. The services we offer**

Beacon Hill Local Nature Reserve and the Village Pond  
Improvements to The Green, Seafront, and Recreation Ground  
Grants to local voluntary & community organisations  
Advice and representation re. Planning issues and applications  
Terraces and seafront access investment  
Seafront toilets capital investment  
Parish Council website and noticeboard.

**8. Contact details**

Clerk's contact details; and Parish Council website address

**9. Schedule of charges**

There is a charge of £3 for the inspection of the Audit Report on the Parish Council's Annual Accounts.

Parish Council Archives stored in The Keep Public Archive at Falmer, Brighton can be inspected there.

Charges made to be based on the cost of copying or printing and postage of the information requested.