

FREEDOM OF INFORMATION

Information available from Ticehurst Parish Council under the model publication scheme 9th May 2023

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>Ticehurst Parish Council are the elected body to act as a corporate body making decisions for the benefit of the communities of Ticehurst, Flimwell and Stonegate.</p> <p>The Council aims to work within the overall structure of Local Government to get the best deal for local people.</p>	<p>www.ticehurst-pc.org.uk</p>	
<p>Your Councillors are:</p> <p>Teresa Killeen Stephen Burley Kate Luckhurst Daniel Studholme Donna Stephenson Eva Ham Lou Redknap Anthony Lloyd James Lee Shirley Heapy and Ben Hodges</p>		

The Parish Clerk Francesca Nowne clerk@ticehurstparishcouncil.co.uk	07850359997	
Location of main Council office and accessibility details The Clerk works from home.	The Village Hall Post box is outside the Village Club door to the left	
Staffing structure	Clerk works for 32 hours per week but is usually available seven days a week.	
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) With the exception of confidential matters - contracts/tendering/staffing. Current and previous financial year as a minimum	(hard copy and website) Available on request from the Clerk	
Annual return form and report by auditor	Posted on notice boards for statutory period in the summer.	
Finalised budget	On web site – hard copy available on request from the Clerk.	
Precept	On web site – hard copy available on request from the Clerk.	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	On web site – hard copy available on request from the Clerk.	

Grants given and received	Contained within precept – see above	
List of current contracts awarded and value of contract	Contained within precept – see above	
Members' allowances and expenses	Contained within precept – see above	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy / website) Neighbourhood Plan 2018	
Parish Plan (current and previous year as a minimum)	(hard copy / website) Neighbourhood Plan 2018	
Neighbourhood Plan is being produced for 2018		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On web site and available from the Clerk	
Quality status	Achieved during 2010	
Local charters drawn up in accordance with DCLG guidelines		
Power Competence	Re-Adopted 9.5.2023	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website) Minutes are posted on notice boards.	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Council meetings are held on the first Tuesday of	

Planning Meetings are advertised and usually held every other Thursday at 6.00 pm in the Village Institute.	each month – 7.30 pm for half an hour of public questions prior to the meeting starting. No meeting during August	
Agendas of meetings (as above)	Agendas are placed on the notice boards and on web 3 days prior to any public meeting.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On web site, on notice boards and available from the Clerk –	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On web site and available from the Clerk	
Responses to consultation papers	Within Minutes	
Responses to planning applications	On web site and available from the Clerk	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders	On web site and available from the Clerk	

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Staffing payments and contractual payments remain confidential. 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 Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Clerk	
Information security policy	From the Clerk if applicable	
Records management policies (records retention, destruction and archive)	From the Clerk if applicable	
Data protection policies	From the Clerk if applicable	
Schedule of charges (for the publication of information)	10p per sheet copying	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy ; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Can be viewed by appointment with the Clerk	
Assets Register	Can be viewed by appointment with the Clerk	
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)	Can be viewed by appointment with the Clerk	
Register of members' interests	Can be viewed by appointment with the Clerk	
Register of gifts and hospitality	N/A – If occasion arises a record would be kept by the Clerk	
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	(hard copy or website; some information may only be available by inspection) Newsletters are produced for inclusion in Ticehurst News and Views and on the web site	
Allotments	List of allotments and holders is available from the Clerk or Cllr. Galpin	
Burial grounds and closed churchyards	N/A	
Community centres and village halls Flimwell Pavilion is administered by the Association there. Bookings for the Ticehurst Institute are made through the Village Club	Flimwell Pavilion Ticehurst Institute Stonegate has it's own hall – not owned by the	

01580 200253 The Village Institute is administered by the Beatrice Drewe Trust – the Parish Council is the custodian Trustee and registered owner of the recreation ground.	Parish Council.	
Parks, playing fields and recreational facilities	Playing areas are next to each of the Community centres above.	
Seating, litter bins, clocks, memorials and lighting	War Memorial in Centre of Ticehurst Square is administered by the War Memorial Trust	
Bus shelters	Bus shelters are owned and maintained by the Parish Council.	
Markets	Stonegate has a regular farmers market.	
Public conveniences The lavatory maintenance was handed over to the Parish Council during 2015.	Public loos are between Tuckers Motors and the old Duke of York building in Ticehurst Square	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Clerk - 07850359997 - clerk@ticehurstparishcouncil.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ 20.p per sheet (colour)	Actual cost
Time	£9.92 per half hour	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

