

FREEDOM OF INFORMATION - information available from Clymping Parish Council under the model publication scheme – updated and adopted 15th July 2025

Introduction

This Publication Scheme has been prepared and approved by Clymping Parish Council in accordance with the requirements of the Freedom of Information Act 2000. It outlines how the Parish Council will make information available to the public, ensuring transparency and accessibility in its operations.

Purpose of the Publication Scheme

The purpose of this Publication Scheme is to:

- Ensure compliance with the Freedom of Information Act 2000.
- Set out the classes of information the Parish Council routinely makes available.
- Clarify how the public can access this information.
- Explain whether any charges apply for accessing information.

How Information is Made Available

The Parish Council provides information through the following methods:

- **Website:** Core information will be published on the Parish Council's official website at www.clympingparishcouncil.org.uk
- **Hard Copy:** Specific documents may be available on request by contacting the Clerk at clerk@clympingpc.org.uk
- **Noticeboards:** Key information may also be displayed on the Parish Council's noticeboards.
- **Facebook Page:** Key information may also be displayed on the Parish Council's Facebook Page.
- **Parish Newsletter:** Key information may also be displayed on the Parish Council's Parish Newsletter.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council	Hard copy – contact Clerk	Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free
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/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk	5p/sheet
Finalised budget	Hard copy – contact Clerk	5p/sheet
Precept	Hard copy – contact Clerk	5p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	5p/sheet
Grants given and received	Hard copy – contact Clerk	5p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p/sheet

Members' allowances and expenses	Hard copy – contact Clerk	5p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Parish Plan (Neighbourhood Plan)	Website Hard copy – contact Clerk	Free 5p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 5p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy and/or website)	
Timetable of meetings (Council)	Website Hard copy – contact Clerk	Free 5p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	5p/sheet
Responses to consultation papers	Hard copy – contact Clerk	5p/sheet
Responses to planning applications	Hard copy – contact Clerk	5p/sheet
Bye-laws	Hard copy – contact Clerk	5p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services)	(hard copy and/or website)	

and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Standing Orders Financial Regulations	Hard copy – contact Clerk	5p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	5p/sheet
Information security policy (IT Policy)	Hard copy – contact Clerk	5p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	5p/sheet
Data protection policies	Hard copy – contact Clerk	5p/sheet
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	5p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy and/or website; some information may only be available by inspection)	
Assets Register	Hard copy – contact Clerk	5p/sheet

Register of members' interests	Hard copy – contact Clerk	5p/sheet
Register of gifts and hospitality	Hard copy – contact Clerk	5p/sheet
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)	
Allotments	Hard copy – contact Clerk	5p/sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	5p/sheet
Seating, litter bins and lighting	Hard copy – contact Clerk	5p/sheet
Bus shelters	Hard copy – contact Clerk	5p/sheet
Public conveniences	Hard copy – contact Clerk	5p/sheet
Agency agreements	Hard copy – contact Clerk	5p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk to the Council, Mrs Nadine Phibbs
Email – clerk@clympingpc.org.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 @ 5p per sheet (black & white)	Actual cost - minimal*
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority