

# FREEDOM OF INFORMATION ACT 2000

## Information available from PETWORTH TOWN COUNCIL

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	HARD COPY	50P PER SHEET COPIED
Who's who on the Council and its Committees	HARD COPY	50P PER SHEET COPIED
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	HARD COPY	50P PER SHEET COPIED
Location of main Council office and accessibility details	HARD COPY	10P PER SHEET COPIED
Staffing structure	HARD COPY	50P PER SHEET COPIED
<b>Class 2 – What we spend and how we spend it</b> (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/email)  HARD COPY	50P PER SHEET COPIED

Annual return form and report by auditor	HARD COPY	50P PER SHEET COPIED
Finalised budget	HARD COPY	50P PER SHEET COPIED
Precept	HARD COPY	50P PER SHEET COPIED
Borrowing Approval letter	HARD COPY	50P PER SHEET COPIED
Financial Standing Orders and Regulations	HARD COPY	50P PER SHEET COPIED
Grants given and received	HARD COPY	50P PER SHEET COPIED
List of current contracts awarded and value of contract	HARD COPY	50P PER SHEET COPIED
Members' allowances and expenses	HARD COPY	50P PER SHEET COPIED
Financial Regulations	HARD COPY	50P PER SHEET COPIED
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy, email or website)  HARD COPY	50P PER SHEET COPIED
Parish Plan (current and previous year as a minimum)	HARD COPY	50P PER SHEET COPIED

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HARD COPY	50P PER SHEET COPIED
Local charters drawn up in accordance with DCLG guidelines	HARD COPY	50P PER SHEET COPIED
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)  HARD COPY	50P PER SHEET COPIED
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HARD COPY	50P PER SHEET COPIED
Agendas of meetings (as above)	HARD COPY	50P PER SHEET COPIED
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	HARD COPY	50P PER SHEET COPIED
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	HARD COPY	50P PER SHEET COPIED
Responses to consultation papers	HARD COPY	50P PER SHEET COPIED
Responses to planning applications	HARD COPY	50P PER SHEET COPIED
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	HARD COPY	50P PER SHEET COPIED

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	50P PER SHEET COPIED
Policies and procedures for the provision of services and about the employment of staff: 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)	HARD COPY	50P PER SHEET COPIED
Information security policy	HARD COPY	50P PER SHEET COPIED
Records management policies (records retention, destruction and archive)	HARD COPY	50P PER SHEET COPIED
Data protection policies	HARD COPY	50P PER SHEET COPIED
Schedule of charges (for the publication of information)	HARD COPY	50P PER SHEET COPIED

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	HARD COPY	50P PER SHEET COPIED
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	HARD COPY	50P PER SHEET COPIED
Assets Register	HARD COPY	50P PER SHEET COPIED
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)	HARD COPY	50P PER SHEET COPIED
Register of members' interests	HARD COPY	50P PER SHEET COPIED
Register of gifts and hospitality	HARD COPY	50P PER SHEET COPIED
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	HARD COPY	50P PER SHEET COPIED
Allotments	HARD COPY	50P PER SHEET COPIED
Burial grounds and closed churchyards	N/A	
Community centres and village halls	HARD COPY	50P PER SHEET COPIED
Parks, playing fields and recreational facilities	HARD COPY	50P PER SHEET COPIED

Seating, litter bins, clocks, memorials and lighting	HARD COPY	50P PER SHEET COPIED
Bus shelters	HARD COPY	50P PER SHEET COPIED
Markets	HARD COPY	50P PER SHEET COPIED
Public conveniences	N/A	
Agency agreements	N/A	

**Contact details:**

The Old Bakery  
Golden Square  
Petworth  
West Sussex  
GU28 0AP

Town Clerk: Mrs Rebecca Knifton ACILEx

H: 01428 607782

M: 07917 663167

Tel: 01798 344883

E: [petworthtowncouncil@hotmail.co.uk](mailto:petworthtowncouncil@hotmail.co.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .50p .p per sheet (black & white)	LOCAL COMMERCIAL CHARGE
	Photocopying @ £1 per sheet (colour)	LOCAL COMMERCIAL CHARGE
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	N/A	N/A