

## Wartling Parish Council's Publication Scheme

The Parish Council was required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Wartling Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely a hard copy on request from the Parish Clerk, by inspection at the Council Offices or some information may be available on the Council's website.

Reasonable charges may apply for the provision of copies of the documents / information listed in each of the classes. Photocopying charges are 30p per A4 page and 60p per A3 page.

### CLASSES OF INFORMATION

#### Class 1

##### Council Internal Practice and Procedure

###### Core Documents

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders

Councils Annual Report to Parish Meeting

Optional documents

Agendas and supporting papers for council and committee meetings-limited in each case to the forthcoming/immediate meeting.

Attendance Register

#### Class 2

##### Code of Conduct

###### Core Documents

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

### Class 3

#### Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

#### Core Documents

Information relating to the last Periodic Electoral Review of the council area  
Information relating to the latest boundary review of the council area

### Class 4

#### Employment Practice and Procedure

#### Core Documents

Terms & conditions of employment  
Job descriptions

Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

### Class 5

#### Planning Documents

#### Core Documents

Responses to planning applications

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively

### Class 6

#### Audit and Accounts

#### Core Documents

Annual return form – limited to the last financial year  
Annual Statutory report by auditor (internal and external) – limited to the last financial year  
Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

Precept request – limited to the last financial year  
VAT records – limited to the last financial year  
Financial Standing Orders and Regulations  
Assets register – this will include details of commons/village greens owned by the council including any management schemes for commons as well as village halls and recreation grounds.  
Risk Assessments  
Optional documents  
Fees and charges applied by the council  
Safety inspection records for example for playgrounds

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged. (link to Council funding)

#### Class 7

##### Development and Implementation of Policy

No information available.

#### Class 8

##### Byelaws

No information available.

#### Class 9

##### Council Circulars/Newsletters

Optional documents  
Council Newsletter

#### Class 10

##### Arts, Entertainment & Tourist Information

No information available.

#### Class 11

Optional documents  
Plans

Exclusions – all documentation relating to individual applications and registrations.

Class 12

Burial Grounds

None.

Class 13

Best Value

No information available

Declaration Form

Name and Address of Public Authority:

Wartling Parish Council  
39 Glessing Road  
Stone Cross  
Pevensey  
East Sussex  
BN24 5FD

Wartling Parish Council has adopted the Model Publication Scheme for Local Councils produced in accordance with the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature .....

Position .....

Date.....

The contact details for the person/official who will be responsible for maintaining the publication scheme and can be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act.

Contact

The Clerk  
Wartling Parish Council  
39 Glessing Road  
Stone Cross  
Pevensey  
East Sussex  
BN24 5FD

Tel: 01323 460007  
Email: [wartlingpc@btinternet.com](mailto:wartlingpc@btinternet.com)