



Swallowcliffe Parish Council

Freedom of information Publication scheme

This document lists the information available from Swallowcliffe Parish Council under the Freedom of Information Act model publication scheme.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Publications scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	(hard copy or website)	Free of Charge (FOC)
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	(hard copy or website) The clerk can be contacted by email at clerk@swallowcliffeparishcouncil.gov.uk	FOC
Location of main Council office and accessibility details	Not applicable	
Staffing structure	(hard copy or website)	FOC
Class 2 - What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial		
Statement of accounts and internal audit report in the format included in the Annual Return form	(hard copy or website)	FOC
Finalised budget	(hard copy or website)	FOC
Precept	(hard copy or website)	FOC

Borrowing Approval letter	Not applicable	
All items of expenditure above £100	(hard copy or website)	FOC
Financial Standing Orders and Regulations	(hard copy or website)	FOC
Grants given and received	(hard copy or website)	FOC
List of current contracts awarded and value of contract	(hard copy or website)	FOC
Members' allowances and expenses	(hard copy or website)	FOC
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year		
Annual governance statement in format included in the Annual Return form	(hard copy or website)	FOC
Parish Plan	not held	
Annual Report to Parish or Community Meeting	(hard copy or website)	FOC
Quality status	not held	
Local charters drawn up in accordance with DLUHC's guidelines	not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	(hard copy or website)	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	FOC
Agendas of meetings (as above)	(hard copy or website)	FOC
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)	FOC
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)	FOC
Responses to consultation papers	(hard copy or website)	FOC

Responses to planning applications	(hard copy or website)	FOC
Bye-laws	not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	(hard copy or website)	FOC
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	not held	
Records management, personal data and access to information policies	(hard copy or website)	FOC
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers	As publicly available	N/A
Assets register, including details of public land and building assets	(hard copy or website)	FOC
Disclosure log indicating the information provided in response to FOIA and EIR requests.	not held	

Register of members' interests	(hard copy or website)	FOC
Register of gifts and hospitality	not held	
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	not held	
Burial grounds and closed churchyards	not held	
Community centres and village halls	not held	
Parks, playing fields and recreational facilities	not held	
Seating, litter bins, clocks, memorials and lighting	(hard copy or website)	FOC
Bus shelters	not held	
Markets	not held	
Public conveniences	not held	
Agency agreements	not held	
Services for which we are entitled to recover a fee and details of those fees	not held	

Contact details

The clerk can be contacted by email at clerk@swallowcliffeparishcouncil.gov.uk

Review

Policy version 20260319

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Approved by:

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