

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
(Organisational information, structures, location and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted	
Who's who on the Council and its Committees	Per schedule There are no sub committees
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Contacts are as follows: Alison Isherwood, Chair - T:352369 Rachel Blake - Vice Chair - T:354275 Janet Potts - T:353370 Michael May - T:351153 David Wilkins - T:354804 Heather Mullins, Clerk and Financial Officer - T:354536 email: sydenhampc@gmail.com
Location of main Council office and accessibility details	None
Staffing structure	The parish clerk is a part time role

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	
Annual return form and report by auditor	Available from the Parish Clerk
Finalised budget	Available from the Parish Clerk
Precept	£9000 for 2016/2017
Borrowing approval letter	Not applicable
Standing orders and financial regulations	Hard copy of current approved version available
Grants given and received	Grants given to Old School Room Committee and to Sydenham Newsletter
List of current contracts awarded and value of contract	None at present
Member's allowances and expenses	Minor expenses are claimed as incurred

Class 3 - What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	The priorities for the Parish Council are: 1. To maintain the village to a high standard 2. To be active in planning matters particularly in the Conservation Area 3. To support local organisations and communicate with residents by support of the newsletter
Annual report to Parish or Community Meeting (current and previous year as a minimum)	On website
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	None

Class 4 - How we make decisions	
(Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any sub-committee meetings and parish meetings)	Meetings are generally held on the first Thursday of each month. Confirmation of the actual date in a particular month can be obtained via the parish clerk
Agendas of meetings (as above)	Available in advance of each meeting and published on the website
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting	Available from the parish clerk. All decision are taken at a Council meeting are recorded in the minutes. Minutes are published on the website.

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	All reports are kept with the relevant set of minutes
Responses to planning applications	Every response is recorded in the minutes, copies of the response can be obtained from the parish clerk or from the SODC website
Bye-laws	Not applicable, the Parish Council has not enacted any Bye Laws in the last 7 years

Class 5 - Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Available from the parish clerk
Committee and sub-committee terms of reference	There are no committees
Delegated authority in respect of officers	There is no delegated authority
Code of conduct	Adopted and renewed as required
Policy statements	Safeguarding and Child Protection policy
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	None
Equality and diversity policy	None
Health and safety policy	None
Recruitment policies (including current vacancies)	None
Policies and procedures for handling requests for information	Requests for information and any complaints will be handled within the published policy framework of the Freedom of Information Act
Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	Only information that is regarded as private to the Parish Council will not be published. A record will be kept of all such information
Records management policies (records retention, destruction and archive)	All records are kept according to guidance from the NALC
Data protection policies	None
Schedule of charges	As per charging schedule

Class 6 - Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)	None other than statutory
Assets register	Held by parish clerk and updated annually
Disclosure log (indicating the information that has been provided in response to requests: recommended good practice, but may be held by parish councils)	None at present
Register of members' interests	Held by parish clerk and updated as required
Register of gifts and hospitality	Held by parish 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	
Allotments	None
Burial grounds and closed churchyards	None
Community centres and village halls	None
Parks, playing fields and recreational facilities	Playing field and equipment as per asset register
Seating, litter bins, clocks, memorials and lighting	Per asset register
Bus shelter	One, on the green, per asset register
Markets	None

Public conveniences	None
Agency agreements	None
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None

Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Risk assessment	Held by the parish clerk and reviewed annually

Contact details:

Parish Clerk

Heather Mullins

Tel: 01844 354536

Email: sydenhampc@gmail.com

Schedule of charges

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

DESCRIPTION	BASIS OF CHARGE
Disbursement cost	
Photocopying @ 25p per A4 sheet (black and white)	Actual cost *
Photocopying (colour)	Actual cost * plus mileage
Photocopying of any size other than A4	Actual cost * plus mileage
Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation Statutory Instruments 2004 No 3244 The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

* the actual cost incurred by the public authority