

Information to be published	How the information can be obtained
N.B. for website see www.sydenhamvillage.co.uk	
Class 1 - Who we are and what we do	
<i>Organisational information, locations and contacts, constitutional and legal governance</i>	
Who's who on the Council and its Committees	Website and hard copy from the Parish Clerk
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy from the Parish Clerk Clerk contact details are included in village newsletters and e-newsletters
Location of main Council office and accessibility details	None
Staffing structure	N/A - no staff apart from the part time role of Clerk/RFO

Class 2 - What we spend and how we spend it	
<i>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts</i>	
Annual return form and report by auditor	Website and hard copy from the Parish Clerk
Finalised budget	Hard copy from the Parish Clerk
Precept	Website and hard copy from the Parish Clerk
Borrowing approval letter	Not applicable
Standing orders and financial regulations	Website and hard copy from the Parish Clerk
Grants given and received	Website and hard copy from the Parish Clerk
List of current contracts awarded and value of contract	Hard copy from the Parish Clerk
Member's allowances and expenses	Hard copy from the Parish Clerk

Class 3 - What our priorities are and how we are doing	
<i>Strategies and performance information, plans, assessments, inspections and reviews</i>	
Parish Plan	No formal plan. 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 and email circulars
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy from the Parish Clerk
Quality status	Not applicable - no status
Local charters drawn up in accordance with DCLG guidelines	Not applicable - no charters

Class 4 - How we make decisions	
<i>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</i>	
Timetable of meetings (Council, any sub-committee meetings and parish meetings)	Website and via the Parish Clerk.
Agendas of meetings (as above)	Website, parish noticeboards and hard copy from the Parish Clerk
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting	Website and via the Parish Clerk.
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	Website and hard copy from the Parish Clerk
Responses to planning applications	Website, District Council website and hard copy from the Parish Clerk
Bye-laws	N/A - the Parish Council has not enacted any Bye Laws in the last 7 years

Class 5 - Our policies and procedures	
<i>Current written protocols for delivering our functions and responsibilities</i>	
<i>Current information only</i>	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Website and hard copy from the Parish Clerk
Committee and sub-committee terms of reference	None - N/A
Delegated authority in respect of officers	Hard copy from the Parish Clerk
Code of conduct	Website and hard copy from the Parish Clerk
Policy statements	Website and hard copy from the Parish Clerk
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	Hard copy from the Parish Clerk (where applicable)
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)	
Information security policy Data Protection and Privacy Policy	Website and hard copy from the Parish Clerk
Records management policies (records retention, destruction and archive)	All records are kept according to guidance from the NALC
Data protection policies	Website and hard copy from the Parish Clerk
Schedule of charges	Website and hard copy from the Parish Clerk

Class 6 - Lists and Registers	
<i>Information held in registers required by law and other lists and registers relating to the functions of the authority</i>	
Any publicly available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)	Hard copy from the Parish Clerk
Asset register	Hard copy from the Parish Clerk
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	Website, District Council website and hard copy from the Parish Clerk
Register of gifts and hospitality	Hard copy from the Parish Clerk

Class 7 - The services we offer	
<i>Advice and guidance, booklets and leaflets, transactions and media releases</i>	
<i>Current information only</i>	
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	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	

Contact details:

Parish Clerk

Heather Mullins

Tel: 01844 873690

Email: parishcouncil@sydenhamvillage.co.uk

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 @ 10p 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

* the actual cost incurred by the public authority

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests: Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.