

# **FREEDOM OF INFORMATION - information available from Ferring Parish Council under the model publication scheme – updated 21<sup>st</sup> July 2025**

## **Introduction**

This Publication Scheme has been prepared and approved by Ferring Parish Council in accordance with the requirements of the Freedom of Information Act 2000. It outlines how the Parish Council will make information available to the public, ensuring transparency and accessibility in its operations.

## **Purpose of the Publication Scheme**

The purpose of this Publication Scheme is to:

- Ensure compliance with the Freedom of Information Act 2000.
- Set out the classes of information the Parish Council routinely makes available.
- Clarify how the public can access this information.
- Explain whether any charges apply for accessing information.

## **How Information is Made Available**

The Parish Council provides information through the following methods:

- **Website:** Core information will be published on the Parish Council's official website at [www.ferringparishcouncil.org.uk](http://www.ferringparishcouncil.org.uk)
- **Hard Copy:** Specific documents may be available on request by contacting the Clerk at [parishclerk@feringparishcouncil.org.uk](mailto:parishclerk@feringparishcouncil.org.uk)
- **Noticeboards:** Key information may also be displayed on the Parish Council's noticeboards.
- **Facebook Page:** Key information may also be displayed on the Parish Council's Facebook Page.
- **Parish Flyer:** Key information may also be displayed on the Parish Council's Parish Flyer.

| Information to be published   | How the information can be obtained  | Cost     |
|---|--------------------------------------|----------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only  | (hard copy and/or website)           |          |
| Who's who on the Council and its Committees/Advisory Groups   | Hard copy – contact Clerk            | Free     |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website<br>Hard copy – contact Clerk | Free     |
| Location of Council office  | Website<br>Hard copy – contact Clerk | Free     |
|   |                                      |          |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)           |          |
| Annual return form and report by auditor  | Hard copy – contact Clerk            | 5p/sheet |
| Finalised budget  | Hard copy – contact Clerk            | 5p/sheet |
| Precept   | Hard copy – contact Clerk            | 5p/sheet |
| Financial Standing Orders and Regulations   | Hard copy – contact Clerk            | 5p/sheet |

|  |                                      |                  |
|--|--------------------------------------|------------------|
| Grants given and received  | Hard copy – contact Clerk            | 5p/sheet         |
| List of current contracts awarded and value of contract  | Hard copy – contact Clerk            | 5p/sheet         |
| Members' allowances and expenses   | Hard copy – contact Clerk            | 5p/sheet         |
|  |                                      |                  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy and/or website)           |                  |
| Parish Plan (Neighbourhood Plan)   | Website<br>Hard copy – contact Clerk | Free<br>5p/sheet |
| Annual Report to Parish Meeting (current and previous year as a minimum)   | Website<br>Hard copy – contact Clerk | Free<br>5p/sheet |
|  |                                      |                  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)   | (hard copy and/or website)           |                  |
| Current and previous council year as a minimum   |                                      |                  |
| Timetable of meetings (Council, Committees)  | Website<br>Hard copy – contact Clerk | Free<br>5p/sheet |
| Agendas of meetings (as above)   | Website<br>Hard copy – contact Clerk | Free<br>5p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                           | Website<br>Hard copy – contact Clerk | Free<br>5p/sheet |
| Timetable of meetings (Advisory Groups)  | Hard copy – contact Clerk            | 5p/sheet         |
| Agendas of meetings (as above)   | Hard copy – contact Clerk            | 5p/sheet         |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                           | Hard copy – contact Clerk            | 5p/sheet         |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                    | Hard copy – contact Clerk            | 5p/sheet         |
| Responses to consultation papers   | Hard copy – contact Clerk            | 5p/sheet         |

|  |                            |          |
|--|----------------------------|----------|
| Responses to planning applications   | Hard copy – contact Clerk  | 5p/sheet |
| Bye-laws   | Hard copy – contact Clerk  | 5p/sheet |
|  |                            |          |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only  | (hard copy and/or website) |          |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Standing Orders<br>Financial Regulations  | Hard copy – contact Clerk  | 5p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy – contact Clerk  | 5p/sheet |

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|---|--|----------|
| Information security policy (IT Policy)   | Hard copy – contact Clerk  | 5p/sheet |
| Records management policies (records retention, destruction and archive)  | Hard copy – contact Clerk  | 5p/sheet |
| Data protection policies  | Hard copy – contact Clerk  | 5p/sheet |
| Schedule of charges (for the publication of information)  | Hard copy – contact Clerk  | 5p/sheet |
|   |  |          |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only   | (hard copy and/or website;<br>some information may only be<br>available by inspection) |          |
| Assets Register   | Hard copy – contact Clerk  | 5p/sheet |
| Register of members' interests  | Hard copy – contact Clerk  | 5p/sheet |
| Register of gifts and hospitality   | Hard copy – contact Clerk  | 5p/sheet |
|   |  |          |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and<br>newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some<br>information may only be<br>available by inspection)     |          |
| Allotments  | Hard copy – contact Clerk  | 5p/sheet |
| Community centres and village halls   | N/A  |          |
| Parks, playing fields and recreational facilities   | Hard copy – contact Clerk  | 5p/sheet |
| Seating, litter bins and lighting   | Hard copy – contact Clerk  | 5p/sheet |
| Bus shelters  | Hard copy – contact Clerk  | 5p/sheet |
| Public conveniences   | Hard copy – contact Clerk  | 5p/sheet |
| Agency agreements   | Hard copy – contact Clerk  | 5p/sheet |
|   |  |          |
| <b>Additional Information</b>   |  |          |

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| This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:** Clerk to the Council, Mrs Nadine Phibbs  
1 Elm Park, Ferring, West Sussex BN12 5RN  
Telephone – 01903 249449  
Email – [parishoffice@ferringparishcouncil.org.uk](mailto:parishoffice@ferringparishcouncil.org.uk)

## SCHEDULE OF CHARGES

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

| TYPE OF CHARGE           | DESCRIPTION                                 | BASIS OF CHARGE  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @ 5p per sheet (black & white) | Actual cost - minimal*   |
|                          |   |  |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority