

Publication Scheme under the Freedom of Information Act – 2000

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities.

The Parish Council adopted the 2009 Model Publication Scheme issued by the Information Commissioner's Office. This endorses our commitment to routinely publish and make available a broad amount of information about the council as part of our normal business activities.

We aim to ensure that a significant amount of information is available without the need for a specific request and therefore minimise inconvenience and cost to the public. Most of the information is available here on our website. In addition, where possible or practicable we make information available on the parish notice boards located at the car park in Station Road and near the church at Salehurst.

Guide to Information

The following table shows the information that is available, how it can be obtained and whether there is a charge. The guide includes a schedule of charges where applicable.

FREEDOM OF INFORMATION ACT 2000

Information available from Salehurst & Robertsbridge Parish Council under the model publication scheme (adopted 1st January 2009) (updated May 2026)

Website address: salehurstparishcouncil.gov.uk

Email address: clerk@salehurstparishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual direct cost
	Photocopying @ 20p per sheet (colour)	Actual direct cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Class1 - Who we are and what we do

Class 2 – What we spend and how we spend it

Class 3 – What our priorities are and how we are doing

Class 4 – How we make decisions

Class 5 – Our policies and procedures

Class 6 – Lists and Registers

Class 7 – The services we offer

Last Updated: May 2026

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Parish Council Notice Boards (2) Hard copy – contact Clerk Email attachment – contact Clerk	Disbursement Free
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details	Website Notice boards (2)	
Staffing structure	hard copy – contact Clerk	Disbursement

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)		
Annual return form and report by auditor	Website Notice boards for statutory period Hard copy – contact Clerk Email attachment – contact Clerk	Disbursement free
Finalised budget	Website Hard copy – contact Clerk Email attachment – contact Clerk	Disbursement free
Precept		
Grants given and received		
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Disbursement
Members' allowances and expenses	Website Hard copy – contact Clerk	Disbursement

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Reports to Annual Parish Meeting (Assembly)	Website Hard copy – contact Clerk	Disbursement
Internal Auditor's Report		

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website Parish Council notice boards (2) Hard copy – contact Clerk Email attachment – contact Clerk	Disbursement free
Agendas of meetings		
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Disbursement
Responses to consultation papers	Hard copy – contact Clerk	Disbursement
Responses to planning applications	Website Minutes Notice boards	
Public Space Protection Orders	Rother D.C. Website Email – contact Clerk	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

A Policies and procedures for the conduct of council business

Procedural standing orders	Website Email Hard copy – contact Clerk	Disbursement
Financial Regulations		
Code of Conduct		
Data Protection Policy		
Information Technology Policy		
Records Retention Policy		
Delegation of Authority to Officers		

B Policies and procedures for the provision of services and about the employment of staff:

Freedom of Information – model publication scheme and table of information	Website Hard copy – contact Clerk Email attachment – contact Clerk	Disbursement free
C Schedule of charges (for the publication of information)	See page 1 of this document	

Class 6 – Lists and Registers

Currently maintained lists and registers only

Asset Register	Website (Meeting documents) Hard copy – contact Clerk Email attachment – contact Clerk	Disbursement free
Register of Members' interests	Website (and RDC website) By inspection – contact Clerk	
Register of gifts and hospitality	By inspection – contact 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 (some information may only be available by inspection)

Salehurst Cemetery	Website Hard copy – contact Clerk By inspection – contact Clerk	Disbursement
Recreation Ground, Pocket Park, Pipers Field, Jubilee Garden, Bishops Meadow, Station Road Car Park.	Website Hard copy – contact Clerk	Disbursement
Seating, litter bins, Grit bins,	By inspection – contact Clerk	
Bus shelters		
War Memorial / Clock		
Public conveniences (Recreation Ground, Station Road Car Park)		
Street lighting		
Public Access Defibrillators	Website Hard copy – contact Clerk	Disbursement
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy – contact Clerk	Disbursement

Contact details:

Parish Clerk, The Parish Office, Youth Centre, George Hill, Robertsbridge East Sussex. TN32 5AP

Tel: 01580 882066

clerk@salehurstparishcouncil.gov.uk

www.salehurstparishcouncil.gov.uk

Office open hours: Tuesday / Thursday 2-4pm