

STEEP PARISH COUNCIL



Information available from Steep Parish Council under the Freedom of Information Act model publication scheme

This 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.

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) Current information only	Website or hard copy	
List of Council members and their responsibilities as well a list of Council Committees	www.steep-pc.gov.uk	
Details of any representation on local public bodies		
Postal and email address	Clerk@steep-pc.gov.uk 01730 774935	
Contact details for Parish Clerk and Council members	Office Adrees: Steep Village Hall 28 Church Road Steep, GU32 2DN	
Where possible, provide named contacts including contact phone numbers and email addresses	www.steep-pc.gov.uk	
Location of main Council office and accessibility details	Steep Village Hall 28 Church Road Steep, GU32 2DN	
Staffing structure	www.steep-pc.gov.uk	
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 year as a minimum	Website of hard copy	
Statement of accounts and internal audit report in the format included in the Annual Return form	www.steep-pc.gov.uk	
Finalised budget	www.steep-pc.gov.uk	
Precept	www.steep-pc.gov.uk	
Borrowing Approval letter	Clerk@steep-pc.gov.uk	
All items of expenditure above £100	www.steep-pc.gov.uk	
Financial Standing Orders and Regulations	www.steep-pc.gov.uk	

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Grants given and received	Clerk@steep-pc.gov.uk	
List of current contracts awarded and value of contract	Clerk@steep-pc.gov.uk	
Members' allowances and expenses	Clerk@steep-pc.gov.uk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website or hard copy	
Annual governance statement in format included in the Annual Return form	www.steep-pc.gov.uk	
Parish Plan	www.steep-pc.gov.uk	
Annual Report to Parish or Community Meeting	www.steep-pc.gov.uk	
Quality status	Clerk@steep-pc.gov.uk	
Local charters drawn up in accordance with DLUHC's guidelines	Clerk@steep-pc.gov.uk	
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	Clerk@steep-pc.gov.uk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website of hard copy	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	www.steep-pc.gov.uk	
Agendas of meetings (as above)	www.steep-pc.gov.uk	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	www.steep-pc.gov.uk	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	www.steep-pc.gov.uk Clerk@steep-pc.gov.uk	
Responses to consultation papers	Clerk@steep-pc.gov.uk	
Responses to planning applications	Clerk@steep-pc.gov.uk www.southdowns.gov.uk/planning-news/latest/	
Bye-laws	Clerk@steep-pc.gov.uk	
Class 5 – Our policies and procedures		

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(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 	www.steep-pc.gov.uk	
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) 	www.steep-pc.gov.uk	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Cleck@steep-pc.gov.uk	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Clerk@steep-pc.gov.uk	
Assets register, including details of public land and building assets	www.steep-pc.gov.uk	

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Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Clerk@steep-pc.gov.uk	
Register of members' interests	www.steep-pc.gov.uk	
Register of gifts and hospitality	www.steep-pc.gov.uk	
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	www.clerk@steep-pc.gov.uk	
Seating, litter bins, clocks, memorials and lighting	www.steep-pc.gov.uk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above	Clerk@steep-pc.gov.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
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	

* the actual cost incurred