

FREEDOM OF INFORMATION ACT

Information available from Stedham with Iping Parish Council under the model publication scheme.

Updated on 28 DECEMBER 2015.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do The Parish Council is made up of 9 elected councillors (7 for Stedham ward and 2 for Iping ward) whose term will end in May 2019. It meets on a bi-monthly basis at Stedham Memorial Hall at 7.30 pm. Please check the website and notice boards for the dates of the meetings, but generally they are held on the second Wednesday in January, March, July, September and November. The Annual Parish Assembly is held in April. Planning meetings are held on an ad hoc basis when there are any planning applications. All meetings are held in Stedham Memorial Hall</p>	<p>(hard copy and/or website) SIPC website CDC website Hard copy /email– contact Clerk</p>	
<p>Who's who on the Council and its Committees: Present members of the Council are: Chairman: Eddie Lintott Vice-Chairman: Lucy Petrie Chairman Finance & General Purposes Committee: Lucy Petrie Chairman Environment & Amenities Committee: Colin Moseley Chairman of Planning Committee: Eddie Lintott Caroline Frost, Olia Mitskevich, Rowland Page and John Wheelhouse.</p>	<p>SIPC website Hard copy/email – contact Clerk,</p>	
<p>Contact details for Parish Clerk and Council members Eddie Lintott Stedham Debra Chalton Stedham Debra.Chalton@stedhamwithiping-pc.co.uk Caroline Frost Stedham Olia Mitskevich Stedham</p>		

Colin Moseley Stedham		
Rowland Page Stedham		
Lucy Petrie Iping	Lucy.Petrie@stedhamwithiping-pc.gov.uk	
John Wheelhouse		
Location of main Council office and accessibility details Jane Crawford, Clerk to the Council Private house address and office of the Parish Council clerk@stedhamwithiping-pc.gov.uk		
Staffing structure The Clerk is the Parish Council's only employee		
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) The accounts are on the website and placed on the notice boards along with the External Auditors requirement for parishioners to exercise their rights to inspect the accounts. The precept/budget for the year is also on the website and placed on the notice boards for information. The accounts are audited by the parishes appointed internal auditor. They are then sent to PKF Littlejohns, the external auditor. There is a financial report at each meeting with details of income and expenditure and the account balances verified by bank statements. The parish council banks with NatWest at Midhurst.	(hard copy and/or website) SIPC website Hard copy/email – contact Clerk	
Annual return form and report by auditor	SIPC website Hard copy/email – contact Clerk	
Finalised budget is approved at January meeting each year	SIPC website Hard copy/email – contact Clerk	
Precept for 2015-2016 is £16,000 + grant of £925	SIPC website Hard copy/email – contact Clerk	

Borrowing Approval letter: Ref08058 Loan no.490126 November 2005	SIPC website Hard copy/email – contact Clerk	
Financial Standing Orders and Regulations: Reviewed and approved at the SIPC annual meetings	SIPC website Hard copy/email – contact Clerk	
Grants given and received: refer to Budget.		
List of current contracts awarded and value of contract: refer to Budget.		
Members' allowances and expenses: refer to Budget		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Action Plan (current and previous year as a minimum) a) Cycleway to Midhurst (completed 2015) b) Stedham Sports Association new pavilion (completed 2015) c) Jubilee clock (completed 2015) c) Emergency aid for vulnerable parishioners (set up 2015) d) Dark night skies reserve status (working with SDNPA) e) New play equipment on Recreation Ground f) Parish Council website. g) Iping village signs h) Iping telephone box	SIPC website Hard copy/email – contact Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	SIPC website Hard copy/email – contact Clerk	
Local charters drawn up in accordance with DCLG guidelines: none	n/a	
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 committee/sub-committee meetings and parish meetings) Bi monthly parish council meetings in January, March, May, July, September, November. Planning committee meetings as on website and notice boards. Annual Parish Meeting is held in April.	SIPC website Hard copy/email – contact Clerk	
Agendas of meetings are on the website and posted on notice boards. They are emailed to members and WSCC and CDC members, LNR representative, parish list and on request.	SIPC website Hard copy/email – contact Clerk	

Minutes of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting. Minutes are on the website and are emailed to members and WSCC and CDC members, LNR representative, parish list and on request.	SIPC website Hard copy/email – contact Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. These can be verbal, and if written or emailed are on the SIPC website and are available on request.	SIPC website Hard copy/email – contact Clerk	
Responses to consultation papers: The Council responds as it feels necessary. A resume can be found in the minutes and the full responses are available on request	Hard copy/email – contact Clerk	
Responses to planning applications: Responses can be seen in the planning minutes or in full on the SDNPA website.	SDNPA website Hard copy – contact Clerk,	
Bye-laws: none	n/a	
Class 5 – Our policies and procedures Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders: reviewed annually at annual meeting Committee and sub-committee terms of reference: see standing orders Delegated authority in respect of officers: none Code of Conduct: The parish council resolved to adopt and maintain a publication scheme under the Freedom of Information Act 2008. Policy statements: see rolling action plan	SIPC website Hard copy/email – contact Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy: The parish council applies equality and diversity policy see standing orders Health and safety policy: none Recruitment policies (including current vacancies). Would be advertised. Policies and procedures for handling requests for information: The Clerk handles requests for information in accordance with FOI Act 2008. Complaints procedures (including those covering requests for information and operating the publication scheme). The Chairman will respond to complaints	SIPC website Hard copy /email– contact Clerk	
Information security policy: All information is available unless of a personal nature		
Records management policies (records retention, destruction and archive). All parish council information is stored with the Clerk. Historic minutes are stored and the County Archives in Chichester.	County archives SIPC website Hard copy /email– contact Clerk	

Data protection policies : The Parish Council is registered with the Information Commissioner as data controller with the Clerk as contact		
Schedule of charges (for the publication of information)	See below	
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). Not available		
Assets Register: reviewed annually in April	SIPC website Hard copy /email– contact Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members’ interests: see Attendance Book and recorded in minutes	SIPC website Hard copy /email– contact Clerk	
Register of gifts and hospitality: recorded in minutes	SIPC website Hard copy /email– 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 – Information on the business of the Parish Council is submitted and published in the monthly Parish Magazine	(hard copy or website; some information may only be available by inspection) Hard copy /email– contact Clerk Parish Magazine	
Allotments: There are 10 allotments which can be divided into half an allotment if desired. The land is rented by SIPC from WSCC.	SIPC website Hard copy/email– contact Clerk	
Closed churchyard at Iping: grass cutting	SIPC website (Budget) Hard copy/email– contact Clerk	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities: The Parish Council is owner of the Recreation Ground and every member is a trustee of the charity that runs it. Play areas at the Recreation Ground and at Common View (land rented from WSCC) Youth shelter on Recreation Ground.	SIPC website (Minutes and Charity Commission Annual Return) Hard copy/email– contact Clerk	
Seating, litter bins, grit bins: see assets register	SIPC website. Hard copy/email– contact Clerk	
Bus shelters: On A272: one at Stedham Crossroads and one at Iping	Hard copy/email– contact Clerk	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Parish Clerk: Jane Crawford
email: clerk@stedhamwithiping-pc.gov.uk

SCHEDULE OF CHARGES.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .50.p per sheet (black & white)	Actual cost + time of Clerk
	Postage	Actual cost of Royal Mail standard 2 nd class