



Information available from Buxted Parish Council under the Freedom of Information Act - publication scheme
Adopted by full council 14th November 2023. Reviewed 8th October 2024

<i>Information to be published</i>	How the information can be obtained
<p>Class1 - Who we are and what we do.</p> <p>Buxted Parish Council</p> <p>Website: www.buxtedparishcouncil.gov.uk</p> <p>Address: PO Box 202, Heathfield, TN21 1BN</p> <p>Chair of the Parish Council: Cllr Vivienne Blandford</p> <p>Clerks: Beccy Macklen and Claudine Feltham</p> <p>Responsible Financial Officer (RFO): Claudine Feltham</p>	<p>Website and noticeboards</p> <p>Councillors page on the website: www.buxtedparishcouncil.gov.uk/councillors</p>

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)

Current and previous financial year as a minimum

Annual return form and report by auditor

Website and hard copy

Precept	Website and hard copy
Standing Orders and Financial Regulations	Website and hard copy
Grants given and received	Website (recorded in minutes) and hard copy
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Not applicable
Annual Report to Parish Meeting	Hard copy and website
Class 4 – How we make decisions. (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website and noticeboards
Minutes of meetings (as above) –	Website and noticeboards

Reports presented to council meetings – please note this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy and website (contained within the planning committee meeting minutes)
Byelaws	None at present
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct 	Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	Website
Equality and diversity policy.	Website
Health and safety policy	Website
Policies and procedures for handling requests for information	Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Data Retention Policy	Website
Data protection and privacy policies	Website

Class 6 – Lists and Registers

Currently maintained lists and registers only

Assets Register

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)

Register of members' interests

Register of gifts and hospitality

Class 7 – The services we offer.

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Allotments (run by Buxted Allotment Association)

Burial grounds and closed churchyards

Website

Hard copy

Hard copy and website

Hard copy

N/A

Community centres and village halls	Currently N/A
Parks, playing fields and recreational facilities	Website
Seating, litter bins, war memorial	Website (Fixed Asset Register)
Bus shelters	Website (Fixed Asset Register)
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	N/A

Contact details:

Beccy Macklen – Clerk. E: clerk@buxted-pc.gov.uk

Claudine Feltham – Clerk / RFO. E: clerk@buxted-pc.gov.uk

Costs – any printed documents will be charged at 10p per sheet.