

# UDIMORE PARISH COUNCIL

Chair: Mr R Turgoose, Field's House, Udimore, TN31 6AY Tel. no. 01424 882679  
 Clerk: Mrs B Balkham, Fir Tree Cottage, New Cut, Westfield, TN35 4RJ Tel. no. 01424 752698  
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**Udimore Parish Council adopted the Freedom of Information Act's Model Publication Scheme from 1<sup>st</sup> January 2009.**

**This act gives rights of access to information held by Public Authorities. Below is a guide to information held and how to access it. Most of the information is only available through contact with The Clerk. Routine information, such as minutes of meetings, will be posted on Notice Boards around the village. If hard copies are required there will be a charge of 10p per A4 sheet.**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Mr R Turgoose is the Chair person of Udimore Parish Council and can be contacted on 01424 882679            Parish Clerk is Mrs Barbara Balkham and can be contacted on 01424 752698            Cllr. Keith Dean can be contacted on 01424 882206            Cllr. Colin Knight can be contacted on 01424 883246            Cllr. Dominic Leahy can be contacted on 01797 227488</p>		
<p>All members serve on the main Council, and a quorum serves on a sub-committee for Planning matters, as and when they arise.</p>		
<p>The Parish Clerk operates from her home office at Fir Tree Cottage, New Cut, Westfield, TN35 4RJ email: <a href="mailto:udimorepc@hotmail.co.uk">udimorepc@hotmail.co.uk</a></p>		
<p>The Parish Clerk is the only paid member of staff for Udimore.</p>		

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>The Council spends the Precept on matters relating to the village and its needs. Over the past year we had to renovate the bus shelters, buy a new notice board and maintain the playground. Any of the documents relating to our expenditure is available. The maintenance of the Playground at Lower Cross Cottages and the lighting provided at Lower Cross also comes under the Parish Council budget.</p>	<p>Hard copy only – contact the Clerk</p>	<p>10p per A4 sheet</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy only –contact Clerk</p>	<p>£2 per set</p>
<p>Finalised budget</p>	<p>Hard copy only –contact Clerk</p>	<p>10p per A4 sheet</p>
<p>Precept</p>	<p>Hard copy only –contact Clerk</p>	<p>10p per A4 sheet</p>
<p>Borrowing Approval letter from Public Works Loans Board</p>	<p>Hard copy only –contact Clerk</p>	<p>10p per A4 sheet</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy only –contact Clerk</p>	<p>10p per A4 sheet</p>
<p>Grants given and received</p>	<p>Hard copy only –contact Clerk</p>	<p>10p per A4 sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>The Council’s current priority is to decide if we can continue maintaining the children’s playground. The lighting at Lower Cross is costing a great deal and the council is looking into ways of offsetting these costs. We continue to achieve good liaison with the local Police. Our Tree Warden keeps us well informed of the village needs. Biodiversity is an area we hope to get more involved in, and our Local Action Plan is being formulated by a separate group of volunteers.</p>		
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard copy only –contact Clerk</p>	<p>10p per A4 sheet</p>
<p>Minutes of Parish Meetings – will be displayed on Parish Notice Boards after signed as true record</p>	<p>Free on Notice Board</p>	

<p><b>Class 4 – How we make decisions</b> All decisions are made in the public domain, at Parish Council or Sub-Committee meetings, where the public are welcome.</p>		
<p>Timetable of meetings: The main Council Meetings are held on the second Wednesday of every other month, at 7.30pm, currently at Udimore Community Hall. The Planning committee meets to conform with the 21 day consultation deadline given by the Planning Authority when an application is submitted.</p>		
<p>Agendas of meetings are posted on the Notice Boards three clear days before the meeting day.</p>		
<p>Minutes of meetings will be posted on notice boards after they have been signed by the Chair as a true record. Excluding any information that may contravene the Data Protection Act.</p>		
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. These will be posted alongside the Minutes of the meeting.</p>		
<p>Responses to consultation papers</p>	<p>Contact The Clerk or a Councillor</p>	<p>10p per A4 sheet</p>
<p>Responses to planning applications</p>	<p>Contact The Clerk or a Councillor</p>	<p>10p per A4 sheet</p>
<p><b>Class 5 – Our policies and procedures</b> The Chair person and all Councillors must abide by a Code of Conduct and must disclose any prejudicial or personal interests, and declare any organisations that they belong to that might influence any decisions they have to make.</p>	<p>Contact the Clerk</p>	<p>10p per A4 sheet</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Contact The Clerk</p>	<p>10p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p>		

<p>Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Clerk	
Assets Register	Contact the Clerk	
Register of members' interests	Contact the Clerk	
Register of gifts and hospitality	Contact the Clerk	
<b>Class 7 – The services we offer</b>		
The Council has a periodic Newsletter which carries information about items of interest and possibly includes a précis of the minutes and decisions of council meetings. It is hoped that a Parish Council Website will be available sometime in 2009. This will allow a huge amount of information to be accessed free of charge.		
Parks, playing fields and recreational facilities. The Parish Council has a small playground to maintain this is adjacent to Lower Cross Cottages.		
Seating, litter bins memorials and lighting The Parish Council has a memorial seat and map near the pond adjacent to St Mary's Church. The Council provides lighting to Lower Cross Cottages.		
Bus shelters – currently the Parish Council has two bus shelters		