

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

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. This will be current information only.		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copy	Free 10 per A4 sheet
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Hard copy	Free 10 per A4 sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10 per A4 sheet
Staffing structure	Website Hard copy	Free 10 per A4 sheet
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.	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 10 per A4 sheet
Finalised budget	Website Hard copy	Free 10 per A4 sheet
Precept	Website Hard copy	Free 10 per A4 sheet
Borrowing Approval letter	Website Hard copy	Free 10 per A4 sheet
All items of expenditure above £500	Website Hard copy	Free 10 per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10 per A4 sheet
Grants given and received	Website Hard copy	Free 10 per A4 sheet
List of current contracts awarded and value of contract	Website	Free

	Hard copy	10 per A4 sheet
Members' allowances and expenses	Website Hard copy	Free 10 per A4 sheet
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews).		
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 10 per A4 sheet
Parish Plan (Plan 23-27)	Website Hard copy	Free 10 per A4 sheet
Annual Report to Parish or Community Meeting	Website Hard copy	Free 10 per A4 sheet
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 and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10 per A4 sheet
Agendas of meetings (as above)	Website Hard copy	Free 10 per A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 10 per A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 10 per A4 sheet
Responses to consultation papers	Website Hard copy	Free 10 per A4 sheet
Responses to planning applications	Website Hard copy	Free 10 per A4 sheet
Bye-laws (where applicable)	Website Hard copy	Free 10 per A4 sheet
Class 5 – Our policies and procedures 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 	Website Hard copy Some information may only be available by inspection	Free 10 per A4 sheet Free

Lindfield Parish Council

<ul style="list-style-type: none"> • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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) 	<p>Website Hard copy Some information may only be available by inspection</p>	<p>Free 10 per A4 sheet Free</p>
<p>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 policies)</p>	<p>Website Hard copy</p>	<p>Free 10 per A4 sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>	<p>Website Hard copy Some information may only be available by inspection</p>	<p>Free 10 per A4 sheet Free</p>
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) Assets register, including details of public land and building assets Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice Register of members’ interests Register of gifts and hospitality</p>	<p>Website Hard copy</p>	<p>Free 10 per A4 sheet</p>
<p>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</p>	<p>Website Hard copy Some information may only be available by inspection</p>	<p>Free 10 per A4 sheet Free</p>
<p>Allotments Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Public conveniences Agency agreements</p>	<p>Website Hard copy</p>	<p>Free 10 per A4 sheet</p>

Lindfield Parish Council

Services for which we are entitled to recover a fee and details of those fees	Website Hard copy	Free 10 per A4 sheet
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Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Standard Charge
	Photocopying @ 15p per A4 sheet (colour)	Standard Charge
	Postage	Actual cost of Royal Mail standard 2 nd class

Contact details:

Lindfield Parish Council
 The Clock Tower House
 Lindfield Enterprise Park
 Lewes Road
 Lindfield
 West Sussex
 RH16 2LH

Parish Clerk: Mr. Andrew Funnell
 Deputy Parish Clerk: Mrs. Tracy Cruickshank
 Responsible Financial Officer: Mrs. Tracy Ely
 Telephone: 01444 484115

Email: clerks@lindfieldparishcouncil.gov.uk
 Website: www.lindfieldparishcouncil.gov.uk

The Parish Office is open to members of the public:
 Tuesdays 1.00 p.m. – 4.00 p.m.
 Thursdays and Fridays 10.00 a.m. – 1 .00 p.m.)
 and at other times by appointment

Adoption Date: 14 May 2026