

Long Man Parish Council

www.longmanpc.org

Information available from Long Man Parish Council under the model Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the council	Hard copy – contact Clerk Website	10p sheet Free
Contact details for parish clerk and council members	Hard copy – contact Clerk Website	10p sheet Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy – contact Clerk Website	10p sheet Free
Finalised budget	Hard copy – contact Clerk Website	10p sheet Free
Precept	Hard copy – contact Clerk Website	10p sheet Free
Financial Regulations	Hard copy – contact Clerk Website	10p sheet Free
Quarterly financial reports	Hard copy – contact Clerk Website	10p sheet Free
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Assembly Meeting	Hard copy – contact Clerk Website	10p sheet Free

Class 4 – How we make decisions		
Timetable of council meetings	Hard copy – contact Clerk Website	10p sheet Free
Agendas of meetings (as above)	Hard copy – contact Clerk Website	10p sheet Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	10p sheet Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	10p sheet Free
Responses to planning applications	Hard copy – contact Clerk Website	10p sheet Free
Class 5 – Our other policies and procedures		
Standing Orders Code of Conduct Data Protection & GDPR Statement Freedom of Information Policy Subject Access Requests Policy Document Retention & Disposal Scheme General Privacy Notice Privacy Policy, Staff, Councillors & Role Holders Complaints Procedure Email & Internet Usage Policy	Hard copy – contact Clerk Website	10p sheet Free
Class 6 – Lists and Registers		
Assets & responsibilities register	Hard Copy– Contact Clerk Website	10p sheet Free
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy– Contact Clerk Website	10p sheet Free
Register of members' interests	Hard Copy– Contact Clerk Website	10p sheet Free
Class 7 – The services we offer		
Seating , bus shelters	Hard copy – Contact Clerk Website	10p sheet Free

Contact details: Clerk
Long Man Parish Council
42 Chichester Road
Seaford
BN25 2DL

Telephone: 07526 489933
Email: longmanclerk@gmail.com

Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 @ 10p per sheet (black & white)	Actual cost
	Photocopying A3 @ 20p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed & Adopted by: Long Man Parish Council	Meeting Date: 13 March 2023 Minute item: 13.3	Review Date: March 2024	Clerk: JP
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