

Freedom of Information Act 2000

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

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information updated 17th February 2026

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) 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 Not held as N/A	Free
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	Free
	Not held as there isn't a	

Location of main Council office and accessibility details	Council office	
Staffing structure	N/A Clerk only	
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 as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website (within budget)	Free
Borrowing Approval letter	Contact Clerk	Email: Free Hard copy: 20p per page.
All items of expenditure above £100	Website (within monthly cash statement)	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (within minutes) List available from Clerk	Free Email: Free Hard copy: 20p per page.
List of current contracts awarded and value of contract	N/A so not held	
Members' allowances and expenses	No allowances. Expenses: website on monthly cash statement	Free
Class 3 – What our priorities are and how we are doing	(hard copy or website)	

(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held as N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Not held as N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held as N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website Public Noticeboard	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Public Noticeboard	Free

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website (minutes)	Free
Responses to planning applications	Website (Minutes) MSDC website (planning)	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Website Website Website Not held	Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: • 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)	Not held Not held Not held Not held Website Website	Free Free
Records management, personal data and	Website	Free

access to information policies		
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held	
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	Website	Free
Register of gifts and hospitality	Not held	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not held - none	
Burial grounds and closed churchyards	Not held - none	
Community centres and village halls	Not held - none	
Parks, playing fields and recreational facilities	Not held - none	
Seating, litter bins, clocks, memorials and lighting	Available from Clerk	Free by email
Bus shelters	Available from Clerk	Free by email
Markets	Not held - none	

Public conveniences	Not held - none	
Agency agreements	Not held - none	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held - none	
Additional Information Information not itemised in the lists above	Not held - none	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred