APPENDIX 4

Hassocks Parish Council
Publication Scheme
Approved 14 October 2025 (PC25/85.3)

Information available from Hassocks 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.

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)
Current information only

Information to be published	How the information can be obtained	Cost
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 10p 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 10p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p per A4 sheet
Staffing structure	Website Hard copy	Free 10p 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 as a minimum

Information to be published	How the information can be obtained	Cost
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Website via minutes Hard copy	Free 10p per A4 sheet
Precept	Website Hard copy	Free 10p per A4 sheet
Borrowing Approval letter	Not available	Not applicable
All items of expenditure above £100	Website Hard copy	Free 10p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Website Hard copy	Free 10p per A4 sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 10p per A4 sheet
Members' allowances and expenses	Website Hard copy	Free 10p per A4 sheet

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)
Current and previous year as a minimum

Information to be published	How the information can be obtained	Cost
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 10p per A4 sheet
Parish Plan	Website Hard copy	Free 10p per A4 sheet
Annual Report to Parish or Community Meeting	Website via minutes Hard copy	Free 10p per A4 sheet
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	Not applicable
Data Protection impact assessments (in full or summary format) or any other impact	Not applicable	Not applicable

assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		

Class 4 – How we make decisions

(Decision making processes and records of decisions)
Current and previous council year as a minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 10p per A4 sheet
Responses to consultation papers	Website via Minutes Hard copy	Free 10p per A4 sheet
Responses to planning applications	Website via Minutes Hard copy	Free 10p per A4 sheet
Bye-laws	Not available	Not available

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)
Current information only

Information to be published	How the information can be obtained	Cost
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	Website Hard copy Some information may only be available by inspection	Free 10p per A4 sheet

• Code of Conduct • Policy statements		
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)	Website Hard copy Some information may only be available by inspection	Free 10p per A4 sheet
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 and CCTV usage) policies	Website Hard copy Some information may only be available by inspection	Free 10p per A4 sheet

Class 6 – Lists and Registers

Currently maintained lists and registers only.

Information to be published	**How the information can be obtained**	**Cost**
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website Hard copy Some information may only be available by inspection	Free 10p per A4 sheet
Assets register, including details of public land and building assets	Website Hard copy Some information may only be available by inspection	Free 10p per A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	10p per A4 sheet

Register of members' interests	Website Hard copy	Free 10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet

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

Allotments	Website Hard copy	Free 10p per A4 sheet
Burial grounds and closed churchyards	Website Hard copy	Free 10p per A4 sheet
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Not applicable	Not applicable
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Hard copy	Free 10p per A4 sheet
Additional Information If the information you require is not listed above please contact the Parish Clerk, in writing who may be able to assist. **Contact details:** The Parish Clerk, Hassocks Parish Council, Parish Centre Adastra Park Keymer Road Hassocks BN6 8QH Email: clerk@hassocks-pc.gov.uk		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Disbursement cost as above. If estimated staff costs exceed £450 to locate/compile, £25 per hour	In accordance with the relevant legislation (Freedom of Information Act)