

Information available from Ightham Parish under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
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| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>(hard copy and/or website)</p> <p>Contact Parish Clerk</p> <p>Website</p> | <p>10p A 4 sheet</p> <p>Free</p> |
| Who's who on the Council and its Committees | As above | As above |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | As above | As above |
| Location of main Council office and accessibility details | Contact Parish Clerk | As above |
| Staffing structure | Not applicable | |
| <p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>(hard copy and/or website)</p> <p>Contact Parish Clerk</p> <p>Website</p> | <p>10p A 4 sheet</p> <p>Free</p> |
| Annual return form and report by auditor | View only – contact Parish Clerk | 10p A4 sheet |
| Finalised budget | Contact Parish Clerk | As above |

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| Precept | As above | As above |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Contact Parish Clerk | As above |
| Grants given and received | Contact Parish Clerk | As above |
| List of current contracts awarded and value of contract | Contact Parish Clerk | As above |
| Members' allowances and expenses | Not applicable | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Contact Parish Clerk | As above |
| Parish Plan (current and previous year as a minimum) | Not applicable | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Contact Parish Clerk Website | As above |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | (hard copy or website) Contact Parish Clerk | 10p A4 copy |
| Current and previous council year as a minimum | Website | Free |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | See website or Parish Notice-boards | |
| Agendas of meetings (as above) | Ditto | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Contact Parish Clerk Website/notice-boards | 10p A4 copy Free |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Contact Parish Clerk | 10p A4 copy |
| Responses to consultation papers | Contact Parish Clerk | 10p A4 copy |
| Responses to planning applications | Contact Parish Clerk | 10p A4 copy |
| Bye-laws | Contact Parish Clerk | 50p A4 copy |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy) Contact Parish Clerk | 10p A4 copy |
| 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 | Contact Parish Clerk | 10p A4 copy |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information | Contact Parish Clerk | 10p A4 copy |

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| Complaints procedures (including those covering requests for information and operating the publication scheme) | | |
| Information security policy | Contact Parish Clerk | 10p A4 copy |
| Records management policies (records retention, destruction and archive) | Contact Parish Clerk | |
| Data protection policies | Contact Parish Clerk | |
| Schedule of charges (for the publication of information) | Contact Parish Clerk | |
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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | 10p A4 copy |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Not applicable | |
| Assets Register | Inspection only | |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Not applicable | |
| Register of members' interests | Inspection only | |
| Register of gifts and hospitality | Not applicable | |
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| Class 7 – The services we offer | | |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | See website Ightham Magazine or Contact parish Clerk | |
| Current information only | | |
| Allotments | Not applicable | |
| Burial grounds and closed churchyards | Not applicable | |

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| Community centres and village halls | See website | |
| Parks, playing fields and recreational facilities | Website or Parish clerk | |
| Seating, litter bins, clocks, memorials and lighting | Parish Clerk | |
| Bus shelters | Parish Clerk | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | Not applicable | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | None | |
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Contact details: website: www.ightham.org.uk
Ightham Parish Council – ruthgreenfingers@hotmail.com
Clerk and Responsible Financial Officer – 01622 716398 or 07976 902408
30 Victoria Street, Eccles, Aylesford, Kent, ME20 7HJ

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ .25p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | None | In accordance with the relevant legislation (quote the actual statute) |
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| Other | Viewing of archive material including manuscript minute books, photocopying etc £25.00 per hour | Work involved in locating Material. |
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* the actual cost incurred by the public authority