



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

Information available from Speldhurst Parish Council under the model publication scheme

(see end of document for costs)

It is the policy of Speldhurst Parish Council to make access to information about the Council's activities as easy as possible.

Where the entry for "How the information can be obtained" is "tbd" please contact the Council to find out if the Council holds any such information and if so how it may be obtained.

Information to be published	How the information can be obtained
Class 1 – WHO WE ARE AND WHAT WE DO	
Who's who on the Council and its committees Full Council Finance Committee Planning Committee Amenities Committee (inc PROW) Highways Committee Governance Committee Air Traffic Committee	Hard Copy Electronic copy Website
Contact details for the Parish Clerk and Council Members	Hard Copy Electronic copy Website Village magazines
Location of Main Council Office and accessibility details	Hard Copy Electronic copy Website
Staffing structure List of staff	Hard Copy Electronic copy Website

Class 2 – WHAT WE SPEND AND HOW WE SPEND IT	
Annual Return form and report by auditor Publication of annual return prior to sending to Auditor (applicable only if income or expenditure exceeds £200,000) Publication of response from Auditor on receipt of return	Hard copy Electronic copy Website for five years Notice boards for allocated time
Finalised budget Following agreement at Full Council meeting	Hard copy Electronic copy Website
Precept Following agreement at Full Council meeting	Hard copy Electronic copy Website Newsletter Magazines
Borrowing Approval Letter	Hard copy Electronic copy
Financial Standing Orders and Regulations	Hard copy Electronic copy Website
Grants given and received	Hard copy Electronic copy Website
List of current contracts awarded and value of contract	Hard copy Electronic copy
Members' allowances and expenses	Hard copy
Class 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
Parish Plan	Hard copy Website
Annual Report to Parish Meeting Previous 5 years	Hard copy Electronic copy Website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – HOW WE MAKE DECISIONS	
Decision making process and records of decisions	Minutes on website Hard copy Electronic copy
Timetable of meetings	Hard copy Electronic copy

	Website
Agendas of meetings	Hard copy Electronic copy Website for allocated time Notice boards for allocated time
Approved Minutes of meetings (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy Electronic copy Website
Draft Minutes of meetings (For a limited time until they are approved)	Hard copy Electronic copy Website
Reports presented to Council meetings (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy Electronic copy
Responses to consultation papers	Hard copy (where possible)
Responses to planning applications	Hard copy Electronic copy Website TWBC website
Bye-laws	N/A
Class 5 – OUR POLICIES AND PROCEDURES	
Procedural standing orders	Hard copy Electronic copy Website
Committee and Sub-Committee terms of reference	Hard copy Electronic copy Website
Delegated authority in respect of officers	Hard copy Electronic copy Website
Code of Conduct	Hard copy Electronic copy website
Policy Statements	Hard copy Electronic copy Website
Internal policies relating to the delivery of services	To be decided (tbd)
Equality and diversity policies	tbd
Health and safety policy	tbd
Recruitment policies	tbd

Complaints procedure	Hard copy Electronic copy website
Information security policy	tbd
Records management policy	tbd
Data protection policy	tbd
Schedule of charges	N/A
Class 6 – LISTS AND REGISTERS	
Any publicly available register or list	tbd
Assets Register	Hard copy Electronic copy
Disclosure log	N/A
Register of members' interests	TWBC website
Register of gifts and hospitality	tbd
Class 7 – THE SERVICES WE OFFER	
Allotments	N/A
Burial Grounds and closed churchyards	N/A
Community Centres and Village Halls	N/A
Parks, Playing Fields and Recreational Facilities	website
Seating, litter bins, clocks, memorials, lighting, village signs and canine refuse bins	Electronic copy
Bus shelters	tbd
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Summary of services which recover a fee	Hard copy Electronic copy
Additional Information	tbd

Costs:

- Photocopying of existing material in the Parish Office (maximum A4 size) – 10p per sheet
- Scanning existing material, formatting and saving digitally in the Parish Office (maximum A4 size) – 25p per sheet
- Reproduction of existing material that cannot be done in the Parish Office – to be quoted on a case-by-case basis depending on the exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved.
- Postage (using the service that you prefer) – at cost
- Faxing (A4 sheets only) – 10p per sheet to UK landline numbers only
- E-mailing of existing material held in a digital form – free of charge (subject to Internet Service Provider size limits)
- Special requirements not listed above – on application

- Staff time to find, sort, edit or reformat material - £25 per hour if time costs, with disbursements, exceed £50

In general the Council has 20 working days in which to respond to a request for information under the Freedom of Information Act 2000. Where a fee is to be charged the Clerk will write to advise you of the cost of providing the information, and the response period will cease to run. The 20 working day response period will restart from the day the Clerk receives your payment. Please note that the Council does not have to provide the information if you fail to pay within three months.